

POSTING DATE: July 16, 2010

CLOSING DATE: Open Until Filled

### JOB OPPORTUNITY – ADMINISTRATIVE

#### Chair

School of Police Studies, Underwater Skills, Recreation and Environmental Studies\*– King Campus

Reporting to the Dean, Faculty of Applied Arts and Health Sciences, the Chair provides academic leadership and management of the School of Police Studies, Underwater Skills, Recreation and Environmental Studies. The incumbent will lead the continued development of a strong school identity, a positive reputation and a clear mandate and direction through the achievement of shared educational objectives that are current and relevant to student needs and workplace expectations, as well as responsive to the mission and policies of the College. The Chair will work as a member of the Faculty of Applied Arts and Health Sciences team in areas such as development and implementation of annual and longer-term academic operational plans that address both immediate and longer-term priorities of the programs.

#### Specific Accountabilities:

- Provides academic leadership in the School/Department and ensures that the current and future educational needs of students are met.
- Projects student enrolment targets and determines the positioning of the program to match labour market trends; develops, launches and monitors the teaching and learning process for all courses within the School/Department(s).
- Ensures that learning outcomes conform to College, MTCU and accreditation standards; evaluates and recommends the need for modification of existing courses/programs and the introduction of new courses/programs to reflect market influences, employment opportunities, changing technology, economic, market influences and student demand.
- Provides project leadership on behalf of the Dean through program evaluation, strategic partnerships, marketing and promotions.
- Develops and maintains external partnerships with business and industry to investigate future development opportunities, growth for the school, placement for students, co-op, etc.
- Provides leadership in human resource management and development so that student success is achieved; recruits, selects and develops staff in keeping with established competencies and Faculty strategic direction.
- Facilitates effective communications within the School, encouraging active participation in decision-making and support for School, Faculty and College initiatives.
- Assigns Faculty and staff workloads in accordance with College policy and Collective Agreements. Reviews and approves faculty timetables; manages all staff performance related activities, including: performance reviews, professional development and understands related employment laws such as Employment Standards Act, Human Rights Code, etc.
- Supports, coaches and mentors full time and partial load/part-time faculty and support staff; mediates first level disputes involving faculty, staff or students and/or ensures students receive effective advisement and support.

#### Qualifications:

- Graduate Degree (or equivalent) in a relevant discipline along with 9 years related, progressive work experience including several years of teaching at the post-secondary level in a related discipline.
- Intermediate computer skill level of the MS Office Suite software package.
- Demonstrated exceptional analytical, organizational and managerial skills within a diverse and unionized environment.
- Effective and efficient communication (verbal and oral), listening and interpersonal skills, with a commitment to consultation in the resolution of problems or in the identification of opportunities.
- Professional presentation skills both verbally and written; well developed public relation and relationship-building skills.
- Demonstrated commitment to promoting and fostering academic excellence and student success within the school/department(s); must have the ability to motivate and inspire faculty and staff to high performance.
- Must have good judgement and the ability to work in a fast paced, multi-cultural/lingual/able academic environment.

\*Areas of responsibility subject to change pending operational review

#### Start Date: As Soon As Possible

Seneca College is committed to diversity and encourages applications from all qualified candidates, especially aboriginal persons, francophone, members of sexual minority groups, persons with disabilities, visible minorities and women. Please send a covering letter and resume, quoting **COMPETITION NUMBER 10A-1015**, to Joanne Papaconstantinou, Staffing Specialist, Human Resources Services. FAX: (905) 479-4162 or EMAIL: [jobs@senecac.on.ca](mailto:jobs@senecac.on.ca) . **Please submit by one method only.**

**We thank all applicants; however only those selected for an interview will be contacted.**