



# ALGOMA UNIVERSITY JOB POSTING

**JOB TITLE:** Director, Continuing Education Centre

**DEPARTMENT:** Office of the Vice-President Academic and Research

**POSITION STATUS:** Full-time (35 hours/week)  
Permanent  
Non-Union

**LOCATION:** Brampton

**SUPERVISION EXERCISED:** TBD

**SUPERVISION RECEIVED:** Vice-President Academic and Research

## JOB SUMMARY

<b>A. Direct the Continuing Education Centre</b>	<b>50%</b>
<b>B. Administration</b>	<b>20%</b>
<b>C. SCEI Related Activities</b>	<b>20%</b>
<b>D. Other</b>	<b>10%</b>

### Position Summary:

The Founding Director of the Continuing Education Centre at Algoma University will be responsible for the development, coordination, and management of a variety of non-credit programs and courses of a comprehensive educational program that includes post-secondary learning programs and activities for all learners through various academic credentials, including micro-credentials, graduate certificates, Prior Learning Assessment & Recognition (PLAR) and English as a Second Language (ESL).

Reporting to the Vice-President Academic and Research (VPAR), the Founding Director will be an entrepreneurial academic and administrative leader with a strong focus on service, a record of effective use of technology to support student success, and a record of innovation in the pursuit of excellence and growth.

The Founding Director will work with Algoma's senior leadership and industry and community leaders at all three of the University's campuses.



## ALGOMA UNIVERSITY JOB POSTING

The Founding Director will work to finalize the plans for this new area of learning at Algoma with a strong focus on implementation, growth, lifelong learners, the unique needs of all campuses and learners both domestic and international, with a goal of stand-alone sustainability within the University.

It is anticipated that the Founding Director will need to leverage existing revenue streams while at the same time growing and diversifying them while managing cost and investing/reallocating resources effectively. The Founding Director will also be responsible for maximizing the human resource potential of the existing team members and strategically expanding the team complement.

The Founding Director will also be responsible for the initial development of Algoma University's Centre for Social, Cultural, and Economic Innovation (SCEI). The Centre's purpose is to develop a collaborative innovation, learning, and interactive problem-solving environment operated under the leadership of a multidisciplinary team that will bring together students, faculty, industry, and community partners in entrepreneurial education, research and technological development, and active learning projects. The SCEI Centre will fall within the academic pillar of the University, with a north-south connection and a physical presence on both the Sault Ste. Marie and Brampton campuses.

The successful candidate will be focused on excellence, and will work with faculty, staff, students, and internal and external stakeholders to ensure that the University's continuing education programs maintain and enhance the reputation of the University, are fiscally sustainable, accessible, innovative, relevant, and responsive to community demand.

### **Duties/Responsibilities:**

- Manages the project workload of a decentralized team of staff, students, and stakeholders across multiple campuses
- Strategically analyzes and addresses issues and initiatives and provides timely advice to the Executive Leadership Team.
- Budget management, including achieving the financial targets associated with the development of the Centre
- Supervises and assists with recruiting, selecting, evaluating, and retaining qualified instructors and administrators.
- Actively participates in providing leadership, planning, and administrative decision-making for the Centre, including the Centre's strategic priorities.
- Champions the tenets of Algoma University's Special Mission, as well as the Institution's commitment to honouring Indigenous stories and the Truth and Reconciliation Commission's Calls to Action



## ALGOMA UNIVERSITY JOB POSTING

- Develops a long-term, multi-year, multi-campus strategic/business plan that shapes the future of the Centre's operations, including future expansion of facilities and spaces; identifies project opportunities that integrate Indigenization, decolonization, and reconciliation into program and project development.
- Leads the planning and integration of projects created by or affiliated with SCEI within the context of a comprehensive and evidence-based approach to research (including applied research) at the community level
- Develops, coordinates, and maintains policies, standards, guidelines, and best practices as related to projects and tasks associated with the Centre
- Supports scholarship, research, and affiliated activities on and off-campus, as well as quality assurance processes, as required
- In consultation with campus partners and stakeholders, advises the Vice-President Academic and Research on matters related to the Centre.
- Works collaboratively with other University departments and external partners to advance the work of the Centre
- Oversees the management of human, financial, and material resources
- Working with existing academic leaders creates and maintains course schedules and assignments for full-time and part-time faculty where applicable.
- Researches and implements methods to expand and improve on the continuing education
  - program and students' academic opportunities
- Identifies available funding opportunities, including provincial and federal Government grants; drafts proposals and completes applications for grants and other funds.
- Work with the communications department to develop and implement an annual publicity and marketing plan to produce class schedules, brochures, web pages, social media, news releases and advertisements.

### WORKING CONDITIONS

- **Physical Effort Required** (*minimal*)
  - Sitting (extended periods), standing (while presenting), walking (minimal), bending, lifting (15 lbs), keyboarding (considerable time).
- **Physical Environment** (*minimal*)
  - Minimal exposure to noise, odours, and difficult clients.
- **Sensory Attention** (*considerable*)
  - Attention to detail, multi-tasking, high-paced and deadline-driven, work efficiently with distractions and interruptions.



## ALGOMA UNIVERSITY JOB POSTING

- **Mental Stress** (*moderate*)
  - High paced, deadline-driven, high level of responsibility for accuracy of work, working hours can be irregular due to meetings and special functions, working collaboratively, cross-departmentally and cross-culturally.

### **Minimum Qualifications:**

- A Master's degree in a field related to the position's duties is required; an MBA is preferred. An acceptable combination of education, training, and experience related to the position may be considered, particularly in a marginalized individual's lived experience.
- Sound knowledge of issues, emerging trends, policies, and legislation that affect Ontario post-secondary institutions
- Strong diplomacy, consensus-building, and collaborative skills to see through ideas from brainstorming to realization
- A track record of meeting or exceeding targets
- At least five years of progressive management and leadership experience within an employment equity framework, including the ability to foster a work environment founded in anti-oppression, anti-racism, and anti-discrimination ideology
- Experience managing the work of individuals across multiple work locations while effectively addressing shifting priorities and competing interests
- Experience with and knowledge of the design and delivery of project management/support services
- Will be required to travel to various work locations and provide own transportation.
- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Excellent interpersonal skills with a proven ability to develop networking relationships and
- Partnerships.
- Ability to create and present ideas and budgets to the college/university and the community at large.
- Experience successfully leading a department in long-range planning, budgeting, and human resource management required.
- Proof of COVID-19 vaccination required

**START:** ASAP



## ALGOMA UNIVERSITY JOB POSTING

**Please submit a resume and cover letter to [hr@algonau.ca](mailto:hr@algonau.ca) by November 15, 2021 at 4:00 PM**

The positions are open to all qualified applicants, although preference will be given to Canadian citizens and permanent residents of Canada. Algoma University is strongly committed to fostering diversity and inclusivity within our community and is an equal opportunity employer. The university invites and encourages applications from all qualified individuals from equity-seeking groups (Indigenous peoples, racialized persons, women, persons with disabilities, and LGBTQIP2SA+ persons) who may contribute to further diversification of our Institution. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, upon request, accommodation will be provided by Algoma University throughout the recruitment, selection and/or assessment process to applicants with disabilities. The successful candidate will be required to provide a Police Records Check (Vulnerable Sector) as a condition of employment.

If you require any accommodations, please notify us and we will work with you to meet your needs. We thank all candidates for their interest, however only those chosen for an interview will be contacted.