

**ASSOCIATE DEAN
BUSINESS ADMINISTRATION
SCHOOL OF BUSINESS**

Reporting to the Dean of Business, and working with Associate Deans, Managers, faculty and staff, the **Associate Dean, Business Administration** will be an inspirational leader, accountable for providing administrative and educational leadership to designated full-time, part-time, and industry training programs and courses, in accordance with BCIT and industry standards. A major portion of the responsibilities will be to provide support to faculty, staff, and students. The Associate Dean maintains internal relationships across programs, departments and schools, as well as external relations with industry, professional associations and other educational institutions.

The Associate Dean, as the educational manager is responsible for leading the departments in a collegial fashion and facilitating operations to ensure student service levels. This individual will be in charge of spearheading the implementation of institute and school-level educational strategies and objectives.

In addition, this individual is responsible for executing a broad range of initiatives impacting the daily and longer-term strategic issues important to the institute. For this reason, the Associate Dean recognizes opportunities for change, engages faculty in the process, and provides proactive leadership in new program development to meet changing workforce needs.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- Represents the Institute, School and Department at relevant Industry, community and sector functions.
- Acting Dean where and when appropriate.
- Establishes and maintains an effective liaison with relevant industries, professional groups and associations, government agencies, joint boards, BCIT support groups, etc.
- Manages complex budgets, both operational and capital, including determining costs, allocations, and expenditures, and monitoring the processes for multiple programs.
- Ensures academic integrity for all program courses.
- Establishes, maintains and operates an ongoing process of program evaluation, ensuring that programs and courses are of a high quality and are effectively and efficiently delivered in accordance with established standards.
- Manages the department in accordance with the appropriate collective agreement.
- In consultation with the program areas, sets appropriate performance expectations, and evaluates performance based on those expectations and objectives. In accordance with the relevant collective agreements, coordinates and signs off faculty and support staff performance reviews. Ensures that group and individual staff development plans are established to meet individual, program and Institute needs. Monitors implementation of these plans.
- Number of employees reporting directly to the position varies by department, typically up to 30.
- Works under general direction of the Dean and is required to operate autonomously. Work is reviewed periodically for achievement of objectives and quality and effectiveness of programs.

BENEFITS OF WORKING AT BCIT:

- Being a part of BC's [Top 100](#) Employers, and a member of the [CCDI](#).

- A generous Total Compensation [package](#) which includes extended health and dental benefits and a [pension](#) plan.
- Access to [Professional Development Funds](#) and opportunities for career development.
- Increase your knowledge with [Tuition](#) waivers for BCIT courses.
- Enjoy subsidized parking and discounted access to our fitness facilities (including classes like Yoga and Zumba).
- Additional [Wellness](#) and Employee Assistance programs.

QUALIFICATIONS:

- University graduation at the Master’s level, or at the Doctoral level as required by some schools or disciplines
- Eight to ten years of directly related experience in business, industry and/or training, or an equivalent combination of education, training and experience
- Strong leadership skills, good organizational skills and a high degree of self-motivation and business acumen
- Demonstrated effective and positive management style for people and issues
- Excellent interpersonal skills, which are necessary to establish and sustain relationships and rapport
- Ability to communicate effectively with all levels of customers
- Must be familiar with office software and state-of-the-art information and educational technology

View the full job description here: [Associate Dean](#).

START DATE: July 1, 2019
COMPETITION NUMBER: 19M86
OPENING DATE: March 23, 2019
CLOSING DATE: April 22, 2019

BCIT offers a competitive salary, generous benefits package and promotes an inclusive workplace. BCIT is an equal opportunity employer. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

Only those selected for an interview will be contacted.

Only successful candidates will be required to have transcripts submitted directly to BCIT’s Human Resources Department directly from granting institution at the time of reference checks. If applicable, successful candidates will be responsible for the completion of international credential evaluations. All appointments will be conditional until receipt of verified credentials.

To apply, visit us at careers.bcit.ca