



Dean – School of Advancement

This executive portfolio is a challenging and rewarding career opportunity for an experienced administrator who is both strategic and results-oriented, and has proven strengths in finance and management, together with an unwavering student centric mindset, and a commitment to equity and inclusion.

About the College

At **Centennial College**, our focus has always been on preparing graduates to enter the workforce, while teaching them to be leaders. As a result, we've worked to build lasting partnerships with local communities, while preparing our graduates to succeed globally. Along with offering industry-recognized full- and part-time programs at four Toronto campuses, we do extensive work teaching international students, and are enabling more Canadian learners to have an international adventure.

We believe a Centennial education is an education without borders. Over the past 50 years, we've transformed ourselves from a local community college to a worldly institution, with a presence in countries like China, India, South Korea and Brazil. We're now prepared for the next set of challenges: to be more innovative and entrepreneurial, to further exploit the benefits of technology, to creatively engage our employees, to build more bridges with communities and employers, and to see our graduates do meaningful work and have meaningful lives. As **Dean of the School of Advancement**, you will play a vital role in these endeavours on a School and College level.

About the Role

Reporting to the Vice-President, Academic and Chief Learning Officer (CLO), you will be accountable for all aspects of the administration of the School of Advancement, including strategic and business planning, operations, finance and human resource management. This will call for you to develop strategies, plans and partnerships within the School and the College community to implement the College's vision and mission as embodied in our *Book of Our Future* (transformation plan and three- and seven-year strategies), *Academic Plan 2021-2025: Building Leaders and Changemakers*, Centennial's Indigenous Strategic Framework, and Strategic Mandate Agreement.

You will make it a priority to ensure the integration of the principles and practices of a learning-centred college and the principles of Universal Design for Learning, Indigenization, decolonization, and Equity, Diversity and Inclusion (EDI) in all areas and across the School. With a focus on maintaining outstanding academic quality, enrolment growth and sustainability, and student retention in the School, you will provide academic and administrative leadership, supervision and support to the Chairs, managers, faculty and support staff across our five Centennial campuses and the College's learning site in Suzhou, China.

As Dean of the School of Advancement, you will ensure the currency, relevancy, academic quality and teaching innovation and excellence in:

- English, Humanities & Social Sciences and Liberal Studies courses delivered to all students enrolled in certificate, diploma, advanced diploma, degree and graduate studies programs across the College and at our partner Suzhou Centennial College learning site in China
- ESL courses in English for Academic Purposes and English Language Learning departments (also delivered at our partner Suzhou Centennial College in China)
- General Arts and Science (Liberal Arts and Pre-Health) programs
- Specialized Academic Certificates: Indigenous Knowledges, Inclusive Leadership Practices, and Entrepreneurism programs
- Part-Time programs: Leadership and Inclusion, Teaching English as a Second Language, Cannabis Cultivation and Processing.

Devoted to all things student, you are well prepared to ensure the effective management and operations of three Centres serving our students: the Assessment Centre, the Centre for Academic English, and the IELTS Centre. As would be expected, this deanship also involves responsibility for overseeing the negotiation and delivery of government-funded business plans and reporting, including Employment Ontario's Literacy & Basic Skills (Career and College Transitions, East Detention Centre Literacy

Program, and Academic and Career Entrance – ACE Program), Community Employment Services and Youth Enhancement Fund, and Citizenship and Immigration Canada (CIC) Occupation Specific Language Training (OSLT).

About the Candidate

With a postgraduate degree (ex: Masters) in Adult Education, or equivalent, and 11 years' experience in academic or related leadership and administration, with demonstrated success in leading and managing within a large, complex organization and sector, you have the solid foundation this key mandate demands. TESL Training will be considered an asset.

Your track record of accomplishments will have included experience in finance and budgeting at a senior level, the administration and oversight of Collective Agreements and leadership in a highly unionized environment, as well as project management, funding applications, and government reporting. You will also bring knowledge of best practices in face-to-face and digital pedagogies and the Scholarship of Teaching and Learning (SoTL), curriculum development and design, academic quality standards and requirements, and research and scholarship.

A superior negotiator, problem-solver and mediator, skilled in conflict resolution, you are adept at forming and stewarding senior and strategic partnerships, negotiating contracts, and identifying revenue-generating and other entrepreneurial activities. A demonstrated high level of digital and technology fluency in analyzing, and responding to, reports, evaluations, research and data to inform decision-making and best practices is equally important.

Above all, to lead and contribute effectively in our environment, you must have a deep understanding of our obligations to Truth and Reconciliation, Indigenization, and decolonization in alignment with TRC Calls to Action for Education and Centennial's Indigenous Strategic Framework (ISF) commitments, as well as intercultural competence and experience in EDI and working with diverse populations.

To apply for this high-impact administrative mandate in post-secondary education, submit your application to Phelps, at careers@phelpsgroup.ca, **specifying the job title in the subject line of your e-mail.** Application deadline: **October 5th, 2022**



401 Bay Street, Suite 1400, Toronto, ON M5H 2Y4
Phone: 416 364 6229

Centennial College recognizes and affirms Diversity, Equity and Inclusion and Indigenous ways of knowing as central to the vibrancy and uniqueness of its learning and working academic mission. We strongly encourage applications from members of Indigenous communities and all equity-deserving groups including Women, Racialized, Persons with Disabilities, and LGBTQ+ communities. We also recognize that Centennial is situated on the Treaty Lands of the Mississaugas of the Credit First Nation and pay tribute to their legacy as well as that of all First Peoples that have been and remain present here in Toronto. We recognize that First Peoples come from sovereign Nations and that part of understanding our responsibilities of residing on this territory are understanding the true history, circumstances and legacy of the Treaties signed here (such as the Toronto Purchase, Robinson-Huron Treaty and Williams Treaties) and including pre-contact Treaties and Agreements between sovereign Nations and that all peoples in this area are therefore Treaty people with obligations and responsibilities to all our relations.
