

Job Title: **Chair, School of Applied Computer Science & IT (2 Vacancies)**
Competition #: **22-858**
Dept./Campus: School of Applied Computer Science & IT/Waterloo, DTK, Milton
Salary Range: Payband 14 Range; \$117,597 to \$156,795
37.5 hours/ week
Posting Date: October 4, 2022
Closing Date: Posted Until Filled
Vacancy Type: Administrative Full-time Revised Position

Conestoga College is a leader in polytechnic education. Our career-focused education, training, and applied research programs prepare students for success, support industry and workforce needs, and promote economic prosperity throughout our region and across Ontario.

As a preferred employer, Conestoga is committed to supporting the development and well-being of our employees through competitive salaries, a comprehensive benefits package, and ongoing professional and personal learning opportunities that result in enhanced skills, shared successes, and an engaged college community.

The Chair, Applied Computer Science & IT will be part of an administrative team that oversees academic deliveries at multiple locations through the Waterloo Region, including but not limited to Waterloo, downtown Kitchener, and Milton. The incumbent will provide academic leadership for all credentials, and ensure audit, accreditation and quality assurance protocols and related documentation are in place.

The incumbent will also be involved in the administrative process of recruiting, hiring and appraising faculty (both full and part time) preparing SWF's and working with program teams to staff and monitor teaching assignments. School growth is a key area, domestically and internationally and the incumbent will be expected to actively contribute to strategies.

Successful candidates will be required to conduct work within Ontario and must be available to work on campus as required. It is anticipated that this position will meet the needs of the department through a hybrid work arrangement with 3 days on-site, and 2 days remote.

RESPONSIBILITIES:

Team Management

- Understands and manages faculty and staff within the provisions of the Collective Agreements and relevant College policies
- Works with HR and Finance, to create a staffing plan for each academic year based on planned enrolment and program delivery, recognizing there will be fluctuation in enrollment
- Recruits and hires full and part-time faculty, coordinators, and staff in accordance with the provision of the collective agreement
- Develops and ensures delivery of orientation and onboarding programs to ensure team members have the knowledge and tools to become effective contributors
- Effectively assigns staff workloads and allocates fiscal and physical resources, as appropriate

- Ensures accurate and timely SWFing and scheduling processes are completed
- Initiates the problem-solving process for disputes involving faculty, staff, and students
- Completes performance management review process for faculty and staff ensuring annual goals and development plans are established, as required
- In consultation with HR, recommends disciplinary and termination action as required
- Ensures Occupational Health and Safety requirements are implemented and maintained

Program Management

- Oversees program delivery and ensures effective management and quality assurance of the teaching and learning processes for assigned portfolio
- Ensures completion of the annual curriculum review
- Accountable for facilitation and completion of program reviews (APR, MPR and PEQAB) to ensure accurate documentation and action plan completion and determines the relevance of program offerings to reflect changing technology, economic and market influences
- Ensures that learning outcomes conform to College, MCU, and accreditation standards
- Ownership of the academic policies, procedures and practices related to program management (i.e. student progression, academic integrity/offenses, etc.) for program portfolio and engages with students as required
- Oversees and develops schedules related to full and part-time programs and courses including, post-secondary electives and Continuing Education
- Liaises with relevant internal stakeholders to ensure a smooth operation of programs

New Program Development

- Actively participates in professional development, networking and committee work, and in the development of new program and delivery strategies to assist the College with technology-enabled education and the development and implementation of alternative learning and delivery strategies
- Upon completion of the college approval process, oversees the development, launch and implementation of new programs

Resource Management and Partnerships

- Develops, monitors and directs budget activity for the school
- Develops budget submissions for appropriate/available external grants and determines related expenditures
- Following college procedure, projects student enrolment and creates a risk mitigation plan, identifying key risks and mitigation strategies related to fluctuating enrollment scenarios.
- For existing and emerging/new programs, create and implement plans to ensure infrastructure requirements are identified and met including availability and scheduling of space, technology needs, etc
- Seeks and promotes new partnerships that reflect and respond to changing social, economic and market trends
- Establishes and maintains positive, ongoing relationships within our external stakeholders
- Represents the college in community public relations by active participation on advisory committees and regional/provincial boards and committees, and in discussion with regional

Universities to secure opportunities for collaborations

QUALIFICATIONS:

- Master's Degree required; One Post-Secondary (Bachelor's Degree or Masters) education credential must be in Computer Science, Information Technology or related field of study
- Minimum five years of relevant work experience in education or a related field, such as teaching, program coordinating, and/or administrative leadership
- Relevant industry experience with extensive and current knowledge in Computer Science and Information Technology is preferred
- Previous experience managing diverse teams while demonstrating a high level of interpersonal skills is required is considered an asset
- High levels of proficiency in computer and software associated with management functions
- Knowledge of and experience in curriculum development, student recruiting, adult education, human resources, conflict resolution, and managing employees
- Strong collaboration, problem-solving, team-building skills, and working with multiple stakeholders
- Adaptability, flexibility, and resiliency to rapidly changing circumstances and decisions
- Experience with Budget management including planning, analysis, and decision-making
- A commitment to student-centred learning and outcomes-based education