



Vice-President (Administration)

Mount Saint Vincent University invites nominations, expressions of interest, and applications for the position of Vice-President (Administration), with the appointment to be effective July 2019.

Inspired by a strong tradition of social responsibility and an enduring commitment to the advancement of women, Mount Saint Vincent University (the Mount) promotes academic excellence and the pursuit of knowledge through scholarship, teaching, and intellectual endeavour of the highest quality. Recognized as a leader in flexible education, applied research, and a personalized approach to education, the University prides itself on its low student-to-professor ratios. Located on Canada's east coast in Halifax, Nova Scotia, Mount Saint Vincent University attracts outstanding faculty, staff, and approximately 4,000 students from around the world. For more information about the University, please visit www.msvu.ca.

Reporting to the President as part of the Mount's senior executive team, the Vice-President (Administration) provides strategic direction and leadership to Facilities Management, Financial Services, Human Resources, and Information Technology and Services. As the University's senior administrative officer, the Vice-President (Administration) will provide strategic counsel and advice to the President and Board of Governors, and will work closely with the Mount's senior academic leadership, governments, corporate partners, and community leaders. Responsible for a \$50M annual budget, \$200M in physical assets, and 120 staff members, this position plays a major role in the fulfilment of the Mount's vision, mission, and values and the achievement of its goals.

The successful candidate will be an experienced leader with strong professional credentials and a demonstrated knowledge of financial,

human resources, facilities, and information technology management. With experience in policy development and implementation, a consultative style of management, and a successful track record of achieving administrative, financial, and client service excellence, the new Vice-President (Administration) will be an accomplished and results-focused team builder and leader with superb communication, interpersonal, and management skills. The capacity to understand and work effectively within the culture of a unionized academic institution, to liaise with diverse internal and external groups, and to lead a staff of dedicated professionals will be essential.

Mount Saint Vincent University is strongly committed to fostering diversity and inclusion within our community and encourages applications from all qualified candidates including women, persons of any sexual orientations and gender identities and/or expressions, Indigenous persons, African Canadians, other racialized groups, persons with disabilities, and other groups that would contribute to the diversification of our campus. Candidates who identify as being from any of these groups are encouraged to voluntarily self-identify in their application materials.

The search committee will begin to consider potential candidates immediately and will continue until the position is filled. Applications should include a letter of introduction, curriculum vitae, and the names of three references (who will not be contacted without consent of the candidate), and may be forwarded electronically, in confidence, to the University's search consultant:

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