Position Title:
Dean, Arts & Foundational Programs

Competition Number:
C001854

Division/Portfolio:
Vice President Academic

Department/Program:
Arts and Foundational Programs

Campus/Centre:
Any Okanagan College Location

Your Opportunity:
To provide leadership, oversight and senior management for Arts and Foundational Programs (AFP). To develop goals and strategies for AFP. To oversee the operations of AFP including the management of personnel, employment contracts, labour relations, budgets, finance, instructional laboratories, instructional and support staff recruitment, student recruitment and enrollment management, student affairs, program planning and development, inter-regional programming, program accreditation, AFP events, policies and regulations, program advisory committees, pan-institutional projects, and relations with other institutions and affiliated organizations.

Education and Experience:

- Master’s degree related to the disciplines found in the Portfolio. Doctorate or equivalent preferred.
- Minimum ten years in post-secondary education, with significant experience in both administration and teaching.

Functions and Duties:

1. Plays a key leadership role in the direction, growth and development of the portfolio and the College in keeping with the Okanagan College Strategic Plan. Is a member of the Leadership Council and the Deans Forum. Anticipates, recommends and contributes to the development of institution-wide policies and short- and long-term planning, operating and capital budgets and policies and procedures for AFP in keeping with the College’s Strategic Plan.
2. Plans, directs and coordinates the delivery of the educational programs assigned to AFP including identifying needs for new programs, assessing the feasibility of new initiatives and evaluating and modifying existing educational programs and services. Undertakes regular reviews of AFP programs and implements required actions. Is responsible for the quality assurance of AFP courses and programs and works closely with AFP departments, Director, Learning and Applied Research, Vice President, Academic, and Education Council in this endeavour.

3. Strives for student satisfaction with programs, program delivery and the quality of instruction. Investigates and processes student complaints related to instruction. Is responsible for student discipline, including the appropriate course of action and the imposition of discipline in all cases except student expulsion. In the latter cases, advises and makes recommendations to the Vice President, Academic.

4. Is responsible for AFP human resources including organizational design, workload assignments, employee recruitment, orientation and training, performance evaluation, professional development, labour relations, and health and safety. Is responsible for ensuring a professional work environment for employees and works closely with Human Resources and employee group representatives in order to build and maintain good relations.

5. Promotes and encourages teamwork and consults with and supports AFP employees. Fosters a learner-centred environment and encourages instructional employees to continually improve curriculum and programming, as well as learning and teaching approaches. Develops and maintains effective communication and coordination both within AFP and between AFP and the College and community. Conducts department Chairs meetings, consults with Chairs and Coordinators on a regular basis, and facilitates the Chair’s and Coordinator’s performance of their responsibilities.

6. Develops and maintains effective working relationships with other Deans and Directors and Education Council regarding AFP programs offered at Okanagan College. Represents and promotes the College and its programs on local, provincial and national committees as appropriate, and liaises with deans at other institutions and with academic associations, accrediting bodies, school districts, private sector organizations and various other agencies.

7. Manages the AFP budget and finances and is accountable for allocations and expenditures within the approved budget.

8. Administers and ensures adherence to College policies and collective agreements. Participates as needed as the designated supervisor in grievances within AFP and provides input to, or participates on, the College’s negotiating committees in collective bargaining.

9. Develops and promotes the full portfolio of AFP programs. Provides leadership for the development of applied research and scholarly activity within the portfolio.
10. Liaises with the support services for learning and teaching and ensures that such services and other resources are available for AFP employees.

11. Mitigates institutional risk through risk management techniques and appropriate management practices.

12. Participates on OC committees, and various ad hoc committees, teams, and task forces as appropriate.

13. Ensures that AFP employees are familiar with the relevant health and safety regulations and receive proper instruction in safe work practices and accident prevention.

14. Prepares and submits reports and statistical data pertaining to AFP activity as required.

Skills and Abilities:

- A strategic visionary with proven strong academic leadership and management competencies with the capability and capacity to deliver on strategic objectives.
- Transformational and trustworthy decision-maker: provides creative solutions to complex problems and understands the intersection of process and technology with operational needs driving results and trust.
- Bold advocate and exceptional communicator: strong negotiation and influencing skills to build and foster positive relationships with the local, national and international communities, government, and alumni is essential.
- Sustainability and growth: proven ability to identify and promote new opportunities to attract resources and secure funding opportunities.
- Management: demonstrated knowledge and skills in applying or managing financial, governance and quality management systems to support organizational efficiency and effectiveness.
- Creativity and Innovation: demonstrated ability to develop and assess new approaches, define standards of excellence, and implement cutting-edge programs or processes.
- Commitment to reconciliation: demonstrated cultural sensitivity and commitment to reconciliation and adoption of Indigenous ways.
- Equitable access: demonstrated commitment to increasing participation and success of marginalized populations in learning and employment opportunities.
- Inclusive leadership: a role model and champion for change with a demonstrated commitment to embedding equity, diversity, inclusion and social justice into practices and processes.

Appointment Type:
Exempt - Continuing Full-time

Appointment Start Date:
08/02/2022

Annual Salary/Hourly Rate:
Range $117,760 to $157,014. Typical Hiring Range $141,313 to $157,014.
Dean, Arts & Foundational Programs
Any Okanagan College Location
(Kelowna, Penticton, Vernon, Salmon Arm, British Columbia)
Posting No. C001854

Special Instructions to Applicants:

For more detailed information on the opportunity please click here: https://tinyurl.com/DeanAFPOC to view the position profile.

Okanagan College is committed to increasing the equitable and inclusive participation of marginalized people in all aspects of college life. We welcome and encourage applications from Indigenous Peoples, Black People, members of racialized groups/visible minorities, people with disabilities and people with diverse gender identities or expressions. People with disabilities who anticipate needing accommodations for any part of the application process may contact, in confidence, AccessibilityHR@okanagan.bc.ca

Posting Opening Date:
02/18/2022

Posting Closing Date:
04/19/2022

APPLICATIONS:
To apply for this position, please go to the following website: https://www.employmentopportunities.okanagan.bc.ca and complete an on-line application.