



Dean, School of Business
Kelowna, British Columbia, Canada
Posting No. C002532

OKANAGAN COLLEGE

Okanagan College transforms lives and communities. We are one of Canada's leading colleges. We create outstanding educational experiences for our learners, both students and employees. We work and learn in a welcoming and caring culture. We are a catalyst for change through collaboration with our learners and partners. We serve, lead and anticipate the social, economic and environmental needs of communities.

Position Title:

Dean, School of Business

Competition Number:

C002532

Division/Portfolio:

Vice President Academic

Department/Program:

School of Business

Campus/Centre:

Kelowna

Your Opportunity:

To provide strategic leadership, oversight and senior management for the School of Business (SB). To develop goals and strategies for the SB. To oversee the operations of the SB including the management of personnel, employment contracts, labour relations, budgets, faculty and staff recruitment, enrollment management, student affairs, program planning and development, inter-regional programming, international activities, program accreditation, SB events, policies and regulations, program advisory committees, pan-institutional projects, 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. 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 the SB in keeping with the College's mission, vision, values and strategies.



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2. Plans, directs and coordinates the delivery of the educational programs assigned to the portfolio including identifying needs for new programs, assessing the feasibility of new initiatives and evaluating and modifying existing educational programs and services. Establishes and maintains student transfer agreements from other institutions. Undertakes regular reviews of educational programs and implements required actions. Is responsible for the quality assurance of SB courses and programs and works closely with the departments, Learning and Applied Research, and Education Council in this endeavour.

3. Obtains and nurtures international partnerships, negotiates agreements and oversees the promotion of related student exchanges, student advising, special events, etc. Assists instructional employees with indigenization and internationalization of the curriculum.

4. Strives for student satisfaction with programs, program delivery and the quality of instruction. Supports and encourages student activities and competitions to promote student success. Investigates and processes student complaints as per policy. Is responsible for student discipline, including the appropriate course of action and the imposition of discipline in all cases except student suspension and expulsion. In the latter cases, advises and makes recommendations to the Provost and Vice President Academic.

5. Is responsible for SB 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 People Services and employee group representatives in order to build and maintain good relations.

6. Promotes and encourages teamwork and consults with and supports instructional SB employees and staff. Fosters a learner-centred environment and encourages instructional employees to innovate in both curriculum and program development and learning and teaching. Conducts department Chairs meetings, consults with Chairs on a regular basis, and facilitates the Chairs' performance of their responsibilities. Develops and maintains effective communication and coordination between the SB and the College and community. The intent is to foster relationships whereby OC can support regional economic development and respond to the labour needs of the region in terms of SB programming.

7. Develops and maintains effective working relationships with other Deans and Directors and Education Council regarding SB programs offered in all regions. Represents and promotes the College and its programs on local, provincial and national committees, and liaises with deans at other institutions and with government, academic associations, professional associations, accrediting bodies, school districts, health authorities, private sector organizations and various other agencies as it relates to SB programming.

8. Manages the SB budget and finances and is accountable for allocations and expenditures within the approved budget.

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



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10. Ensures support services for learning and applied research that such services and other related resources are available for instructional employees. Promotes, supports, and manages scholarly activity release for Faculty members.

11. Performs other duties as assigned.

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 decisionmaker: 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.

Preferred Qualifications:

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.



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Appointment Type:

Exempt - Continuing Full-time

Appointment Start Date:

01/02/2024

Annual Salary/Hourly Rate:

Range \$130,738 to \$200,465. Typical Hiring Range \$ 156,886 to \$174,317.

Special Instructions to Applicants:

Interested candidates are encouraged to review the Opportunity Profile for the Dean, School of Business here: <https://tinyurl.com/DeanSchoolBusinessOkanagan>

If you wish to send your application in confidence, please address it to Jacqui Nofall, Manager, Talent Acquisition, Learning and Wellbeing at jnofall@okanagan.bc.ca

Posting Opening Date:

08/17/2023

Posting Closing Date:

09/30/2023

APPLICATIONS:

To apply for this position, please go to our employment site: <https://www.employmentopportunities.okanagan.bc.ca> and complete an on-line application.

All applications must be submitted through our employment site to be considered.

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