

Posting #22-068EM SWA

Director, Student Success Student Affairs Regular, Full-time

Purpose

Reporting to the Provost & Vice-President Academic, the Director, Student Success, provides strategic leadership in the improvement, development, implementation, and promotion of activities that focus on the academic, personal, social, and career development of students, leading to greater student success and all-around student wellness. This goal is achieved by leading a team that will ensure an outstanding experience for students in their high quality education at UNBC, by providing an efficient, supportive, and service-oriented culture. The incumbent will provide operational leadership and oversight to a portfolio that currently includes the Work Integrated Learning, Student Advising, Student Life and Orientation, Housing and Residence Life (includes non-Academic Misconduct), and Student Supports and Wellbeing.

Responsibilities

Duties include but are not limited to:

Strategic and Operational Planning

- Develops and implements strategic and operational plans to support the success of the department;
- Develops and implements methods to measure success of student engagement initiatives;
- Ensures service offerings meet and exceed the diverse needs of students and the community;
- Develops, improves, and implements processes and policies that support UNBC's vision;
- Builds and maintains collaborative and effective relationships across campus with all stakeholders;
- Ensures students and staff are well-versed in and adhere to university policies and calendar regulations.

People and Change Leadership

- Supports the success of direct reports;
- Develops, maintains and encourages effective, transparent, and clear communication strategies;
- Ensures positive relationships are developed and maintained internally and externally;
- Cultivates and encourages positive, diverse and productive working and learning environments;
- Supports student success by effectively linking students to existing student support services, and removes barriers to ensure students are able to access services.

Financial and Resource Management

- Ensures university finances are used in an appropriate fashion;
- Develops the Student Success budget;
- Ensures there is an appropriate staffing level by managing schedules, overtime and vacations;
- Ensures outstanding service levels are maintained.

Risk Management

- Commits to student and staff safety and promptly addresses safety concerns;
- Identifies and acts to mitigate risks to students;



- Manages non-academic student conduct cases at UNBC using a blend of restorative approach to conduct management;
- Ensures service standards align with best practices and adherence to UNBC policies and procedures;
- Demonstrates capacity to exercise discretion and sensitivity when working with confidential issues to ensure confidentiality is maintained;
- Ensures adherence/alignment to collective agreements, ESA, Labour Code, FIPPA and other binding procedures and policies.

Qualifications

The successful candidate will possess a Master's Degree in Adult Education, Post-Secondary Education Management or Leadership, or other related area plus 5+ years of successful leadership in a post-secondary environment.

In addition, the successful candidate should have knowledge, or demonstrate a commitment to learn, of local Indigenous cultures and systemic barriers that students face. This includes learning and understanding the cultural protocols for all campuses in which UNBC is located on and understanding of Truth and Reconciliation and UNDRIP as it relates to higher education.

A combination of education and experience will be considered.

Salary

Salary will be commensurate with education and experience.

UNBC offers employee tuition waivers (includes spouse and dependents), excellent benefit and pension packages, as well as employee training and development opportunities. For more details please see <http://www.unbc.ca/human-resources/employee-benefits>.

Normal hours of work will be 8:30 am – 4:30 pm Monday to Friday. Flexibility in work schedule is expected in order to meet on-call requirements that can take place outside of normal hours.

Our Commitment to Diversity and Employment Equity

The University of Northern British Columbia is fully committed to creating and maintaining an equitable, diverse, and inclusive environment that is accessible to all. We are devoted to ensuring a welcoming, safe, and inclusive campus free from harassment, bullying, and discrimination. This commitment is woven into our motto and mission. In the Dakelh language, UNBC's motto 'En Cha Huná translates to "they also live" and means respect for all living things. Through the respect for all living things, we are able to grow and learn better together, each bringing our own unique individual differences and contributions to inspire leaders for tomorrow by influencing the world today.

Employment equity requires that we remove barriers and overcome both direct and indirect discrimination. In this way, the pool of excellent candidates increases substantially. All qualified applicants will receive consideration for employment without regard to race, colour, religion, sex, place of origin, age, physical disability, mental disability, sexual orientation, gender identity, and any other prohibited grounds of discrimination as outlined in the BC Human Rights Code.



About the Community

Since its founding in 1990, the University of Northern British Columbia (UNBC) has emerged as one of Canada's best small research-intensive universities, with a passion for teaching, discovery, people, and the North. UNBC's excellence is derived from community-inspired research, hands-on learning, and alumni who are leading change around the world.

Since time immemorial, Indigenous peoples have walked gently on the diverse traditional territories where the University of Northern British Columbia community is grateful to live, work, learn, and play. We are committed to building and nurturing relationships with Indigenous peoples, we acknowledge their traditional lands, and we thank them for their hospitality. UNBC's largest campus in Prince George is located on the traditional unceded territory of the Lheidli T'enneh, in the spectacular landscape near the geographic centre of beautiful British Columbia.

UNBC consistently ranks in the top three in its category in the annual Maclean's university rankings. UNBC also recently placed among the top five per cent of higher education institutions worldwide by the Times Higher Education World University Rankings.

With a diverse student population, the University is friendly, inclusive, and supportive. Prince George is a city of ~80,000 people with impressive cultural, educational, and recreational amenities. For more information about living and working in Prince George, please refer to <http://www.unbc.ca/experience> and <https://moveupprincegeorge.ca>. Make your mark with this leading post-secondary institution.

To Apply

The University of Northern British Columbia is committed to employment equity and encourages applications from the four designated groups (women, Indigenous peoples, persons with disabilities, and members of visible minorities) as well as the LGBTQ2+ communities and individuals with intersectional identities.

Persons with disabilities, who anticipate needing accommodation for any part of the application and hiring process, may contact UNBC Health & Wellbeing at wellbeing@unbc.ca. Any personal information provided will be maintained in confidence.

Please forward your resume and proof of education quoting competition [#22-068EM](#) SWA to:

Human Resources, University of Northern British Columbia,
3333 University Way, Prince George, BC, V2N 4Z9

Email submissions: HRecruit@unbc.ca
Inquiries: (250) 960-5521

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. We thank all applicants for their interest in UNBC however, only those applicants selected for further consideration will be contacted.

Priority will be given to applications received by June 10, 2022. Applications will be accepted until the position is filled.

