



Job Advertisement

University of St. Michael's College Director, Continuing Education

We wish to acknowledge this land on which the University of St. Michael's College operates. For thousands of years, it has been the traditional land of the Huron-Wendat, the Seneca, and the Mississaugas of the Credit. Today, this meeting place is still the home to many Indigenous people from across Turtle Island and we are grateful to have the opportunity to work on this land.

The University of St. Michael's College ("USMC") is a Catholic institution of higher learning federated with the University of Toronto. USMC boasts a large and dynamic undergraduate division where students study across the full breadth of disciplines in the arts and the sciences. It also boasts a growing program in Sustainability & Social Responsibility in its Continuing Education Division, a renowned Faculty of Theology, and the Kelly Library, which is one of the busiest and most important libraries at the University of Toronto. USMC is looking forward to its 180th anniversary in 2032 and has formulated a strategic plan *St. Mike's 180*, whose three pillars—academics, community, and sustainability point to its commitment to transformative leadership in service of the common good and of the planet we share.

It is within this context that the University of St. Michael's College seeks to grow its Continuing Education Division and is embarking on a search for its next **Director, Continuing Education.**

Reporting directly to Dr. David Sylvester, President & Vice-Chancellor, the Director, Continuing Education ("Director") leads the Continuing Education Division of USMC. The Director designs, delivers, markets, and administers non-degree courses, workshops, and other learning opportunities. While the Director is responsible for supporting, promoting, and growing existing

programs, they are also responsible for advancing the mission and strategic objectives of USMC by developing new financially sustainable programming based on the needs of the community and market research. The Director is a member of the USMC senior leadership team, and the USMC Senate, and collaborates across the institution and with external partners. The Director works closely with, and supervises, external contractors, and both unionized and non-unionized USMC staff. The Director has full responsibility for the division's finances and budgets, and for identifying available funding opportunities, including provincial and federal government grants. The Director also chairs the Council of the Continuing Education Division of the USMC Senate, sits on the Committee on Academic Planning, and represents USMC in professional associations, including but not limited to CAUCE, OCULL, and UPCEA.

As the ideal candidate, you are a continuing education professional whose career includes advancement into senior leadership roles with more complex and broad mandates. You are knowledgeable about pedagogical and course-design best practices associated with adult learning and have developed and implemented strategies to attract and retain students and instructors. Your management experience includes fostering an inclusive work environment within an employment equity framework. It also includes the management of human, financial and material resources in a sustainable and responsible manner. As a continuous learner, you keep abreast of novel forms of course delivery and new technologies, delivery methods, and experiential learning opportunities, and you have a depth of knowledge regarding issues, emerging trends, policies, and legislation that affect Canadian, and Ontario-based, postsecondary institutions. As a leader, you are described as a diplomatic consensus-builder who leverages collaborative skills to translate ideas from brainstorming to realization. Candidates must hold a completed Masters level degree in a related field from a recognized university. A Doctorate level degree and experience working in Catholic education are both considered assets.

To apply or explore this leadership position at University of St. Michael's College further, please submit a curriculum vitae along with a cover letter in confidence to Jane Griffith (jane@griffithgroup.ca) and Sam Walton

(sam@griffithgroup.ca) or visit <https://griffithgroup.ca/university-st-michaels-college-director-continuing-education>

We thank all applicants for their interest. Only those considered for an interview will be contacted. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

The University of St. Michael's College is strongly committed to diversity within its community and especially welcomes applications from racialized persons/persons of colour, women, Indigenous/Aboriginal people of North America, persons with disabilities, 2SLGBTQ+ persons, people who take a religiously informed view of human experience, and others who may contribute to further diversification of ideas.

The University will provide support in its recruitment process to applicants with disabilities, including accommodation that takes an applicant's accessibility needs into account. If you require accommodations during the interview process, please contact Jane Griffith at jane@griffithgroup.ca and hr.stmikes@utoronto.ca.