

## Assistant Vice President, School of Continuing Studies York University, Toronto, Ontario

*We recognize that many Indigenous Nations have longstanding relationships with the territories upon which York University campuses are located that precede the establishment of York University. York University acknowledges its presence on the traditional territory of many Indigenous Nations. The area known as Tkaronto has been care taken by the Anishinabek Nation, the Haudenosaunee Confederacy, and the Huron- Wendat. It is now home to many First Nation, Inuit and Métis communities. We acknowledge the current treaty holders, the Mississaugas of the Credit First Nation. This territory is subject of the Dish with One Spoon Wampum Belt Covenant, an agreement to peaceably share and care for the Great Lakes region.*

York University is a top international teaching and research university and a driving force for positive change. Empowered by a welcoming and diverse community with a uniquely global perspective, York prepares students for their long-term career and personal success. York's University Academic Plan 2020- 2025, which includes a university-wide challenge to elevate York's contributions to the United Nation's 17 Sustainable Development Goals, is a blueprint for action, positioning York University as an agent of change and making things right for our communities, our planet, and our future. Most recently, York has launched its DEDI Strategy based on a commitment to decolonizing, equity, diversity and inclusion (DEDI) and the fundamental belief that everyone should be treated fairly and equitably, with respect and dignity.

Founded in 2014, the York University School of Continuing Studies (the School) is home to a diverse community of learners, graduates and industry experts dedicated to professional growth in a world of constant change. As of May 2023, the School launched its state-of-the-art new building with a unique, twisted design. This new, dedicated space on York's Keele Campus is a testament to the growth of the School, as well as the need for continuing education options to respond to the growing skills gaps and talent shortages in Canada.

The School of Continuing Studies programs are accelerated, designed in collaboration with industry leaders and feature experiential learning methods for students to develop the expertise, skills, and confidence to forge their own path. The School has two main program divisions: (a) the English Language Institute (YUELI), which serves the diverse needs of international students seeking to obtain language and postsecondary education to excel in Canada, and (b) Continuing Professional Education (CPE) which delivers career-focused programs including post-graduate certificates, designed for learners seeking to level up their skills and credentials in areas of growing industry need. Residing on the Keele campus in a new purpose-designed facility, it is equipped for current and future program delivery in person, online and through hybrid blended formats.

The Assistant Vice President (AVP) will provide leadership on strategic and operational planning, accountability and performance frameworks, benchmarks and measurements for the School and its staff, with the goal of driving program development, growth, student satisfaction and York's brand. The School functions as a self-sustaining revenue generating operation, requiring its AVP to develop and oversee enrolment and financial planning systems to produce net revenues for investment in business growth, capital improvements, and supporting the academic priorities of the University. Reporting to the Provost & Vice President Academic (Provost), the AVP will engage and work collaboratively with the Deans, academic colleagues and other senior university administrators regarding current and future program offerings, quality control, and keeping York at the forefront of higher education innovation. In collaboration with the Vice Provost Students, the AVP will be responsible for the recruitment of domestic and international students, as a

significant number of York's international students come by way of the School.

As the ideal candidate, you are a strategic leader with exceptional business acumen and interpersonal skills. Entrepreneurial by nature, you have been successful at establishing new programs and revenue generating offerings, preferably within academic or multi-stakeholder environments. You understand academic decision-making processes and are skilled at solidifying critical relationships both within and external to your institution. With a proven track record of success in financial planning, human resource management, policy development and business processes, your peers and staff would describe you as deliberate and creative in your ability to solve complex problems. You are collaborative, fair, and client-focused with a commitment and understanding of the needs of your partners within the academic setting. You have advanced knowledge and experience leading business transformation to build robust, scalable, diverse, and sustainable revenue streams. A background in adult education, university administration and online/blended learning is ideal.

For further information, please contact Kathy Rahme at [krahme@boyden.com](mailto:krahme@boyden.com) and Leslie Feldman at [lfeldman@boyden.com](mailto:lfeldman@boyden.com) and state the title of the position in the subject line of your e-mail. To apply, please submit your application at <https://boyden.thriveapp.ly/job/2025>.

The University welcomes applications from all qualified individuals, including individuals within the University's employment equity categories. York University is an Affirmative Action (AA) employer and strongly values diversity, including gender and sexual diversity, within its community. The Affirmative Action Program applies to women, members of racialized groups, Indigenous peoples, persons with disabilities and those who self-identify as 2SLGBTQ+

The University is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA). As such, the University strives to make its recruitment, assessment, and selection processes as accessible as possible and provide accommodations as required for applicants with disabilities. If you require any accommodations at any point during the application and hiring process, please contact Kathy Rahme at [krahme@boyden.com](mailto:krahme@boyden.com).

*We thank all applicants for their interest, however, only those under consideration for the role will be contacted and priority will be given to Canadian citizens and permanent residents.*