MANAGER, FACULTY COUNCIL

York is a leading international teaching and research university, and a driving force for positive change. Empowered by a welcoming and diverse community with a uniquely global perspective, we are preparing our students for their long-term careers and personal success. Together, we can make things right for our communities, our planet and our future.

The Faculty of Liberal Arts and Professional Studies (LA&PS) is the largest Faculty at York University with over 23,000 undergraduate and graduate students, and almost 100 programs delivered through 24 Departments, Schools and Colleges, plus the IBM Markham Learning Site. York University is known for championing new ways of thinking that drive excellence in promoting and enhancing, teaching, research and student success. Through innovative course design, diverse experiential education and learning opportunities, and a supportive community environment, our students receive the education they need to create big ideas that have an impact on the world.

Reporting to the Director, Policy & Governance, the Manager, Faculty Council is responsible/accountable to the Dean, Faculty of Liberal Arts & Professional Studies (LA&PS) and the Chair of Faculty Council for the management of the Office of the Council and oversight and support for LA&PS Faculty Council, its standing committees, and related activities. This includes preparation of meeting materials, communication of committee decisions, drafting and updating policies and procedures, providing guidance and direction on governance and academic policies and procedures, and original report writing. The position liaises with senior members of the Faculty and University related to University and Faculty governance issues. In addition, it oversees the LA&PS Student Academic Petitions portfolio and team. The Manager, Faculty Council will foster and support the vision, mission, values and strategic direction of the Faculty of Liberal Arts & Professional Studies and York University, and contribute to a positive, supportive and student-focused team environment of high performance, respect, trust, collaboration and continuous improvement. embraces diversity and fosters inclusion.

To be considered for this opportunity, you will bring the following:

A relevant bachelor’s Degree, preferably focused on public administration, management and/or policy. Preference will be given to candidates with a relevant graduate degree (e.g. public administration, management and/or policy). You will also possess 3-5 years of experience within a University environment dealing with University and Faculty governance structures and University legislation, including managing large and complex committees, and drafting original reports, minutes and correspondence. Managerial or supervisory experience in unionized post-secondary environment is required. Prior experience with aspects of tenure and promotion process, curricular review process, adjudications, and the administration of collective agreements are essential. Previous exposure to, and understanding of, the complexities and diversities of a large University Faculty is strongly preferred.

For full position details, including skills and knowledge requirements, and to apply to this exciting opportunity visit the External Career Portal (www.yorku.ca/jobs) and refer to posting 102977.

We offer comprehensive benefits and access to superb educational and recreational facilities. For more information on what York has to offer U please visit: http://hr.info.yorku.ca/benefits/

The University welcomes applications from all qualified individuals, including, but not limited to women, persons with disabilities, visible minorities (racialized), Indigenous Peoples and persons of any gender identity and sexual orientation. York University is committed to a positive, supportive, and inclusive environment.
York University offers accommodation for applicants with disabilities in its recruitment processes. If you are contacted by York University regarding a job opportunity or testing, please advise if you require accommodation.

We are committed to enhancing our environmentally and socially responsible practices for the benefit of all members of the York community. Our long-term perspective recognizes our responsibility to be innovators and to continually work as a community to reduce our ecological impact.