



ADMINISTRATIVE POSITION VACANCY
DEAN
SCHOOL OF TRADES & TECHNOLOGY

Job Posting A0-008R

Closing Date: Open until filled

**Full-Time Continuing Exempt
Position**

**Desirable start date
January 1, 2011**

Reply in confidence ASAP, with resume to:

David A. Medler, PhD
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Established in 1971, Camosun College is one of Canada's premier comprehensive community colleges located in beautiful Victoria, British Columbia serving southern Vancouver Island and the Gulf Islands. Camosun College has earned an outstanding reputation for teaching excellence, where students enjoy one of Canada's best learning experiences. Camosun College offers a wide range of developmental, vocational, university transfer, career, and continuing education programs. The College philosophy emphasizes student access and success.

As the second largest in B.C., the School of Trades and Technology offers a full array of entry level and apprenticeship training with growth expected to continue with new credential offerings. In addition to its innovative partnerships with industry, Aboriginal communities, high schools, and B.C. universities, Camosun offers technology programs in a variety of disciplines leading to diplomas and post-diplomas, many of which include a dynamic and recognized Co-operative Education or workplace learning component. For example, Camosun's post-diploma program is unique in Canada, allowing students entry into third year Engineering at B.C. universities.

Reporting directly to the Vice President, Education and Student Services, the Dean will be responsible for providing vision and leadership for the School. The Dean will balance responsibilities for educational leadership with the need for ensuring the effective management of operational, human, financial and capital resources for the School. The Dean will also have college-wide responsibilities as a senior administrator and will be a key member of the Education Management team in establishing direction for the Education and Student Services Division.

Candidates for the Dean's position must have a Masters degree in a relevant discipline and at least five years senior administrative and leadership experience in post-secondary education, and five years exemplary post-secondary teaching or educational development experience, or an equivalent combination of training and experience. The ideal candidate will be a dynamic educational leader who is respected as an academic with a high level of commitment to education and students and will bring a strong administrative background such as a Department Chair, Associate Dean or Dean. The ideal candidate will also bring community building expertise and the ability to articulate a compelling, collective vision. Collaborative skills will be a major asset enabling the individual to work productively across the institution for the benefit of all students and staff.

A) ORGANIZATIONAL OVERVIEW

Camosun College is a local economic driver and a leader in moving towards models of sustainability and green technology. As a community college in British Columbia we value a commitment to learning, a focus on students, an appreciation of the people who provide the services and support that sustain the learning relationship, a dedication to service, and a spirit of respect. Physically located on two urban campuses, we have 20,000 fulltime and part time learners, a complement of over 1,100 employees, and an operating budget of approximately \$100 million.

Camosun College houses one of the largest operations in trades and engineering technology education in BC. The School of Trades & Technology offers a range of programs including Trades Foundations and Apprenticeship training leading to the Interprovincial Red Seal. Nationally accredited programs in Civil, Computer, Electronics and Mechanical Engineering Technology at the technician and technologist level are complemented by a unique Engineering Bridge program which enables students to transfer into third year of engineering at universities in BC. The School also offers a number of specialized programs for a diverse public and private sector clientele, including the Department of National Defence, the shipbuilding industry and aboriginal communities. It has an operating budget of approximately \$12 million, 3300 student FTE and 115 FTE faculty/staff. Recent expansions include the Vancouver Island Centre for Advanced Manufacturing and Prototyping (VICAMP) and a planned sustainable technology living laboratory. Trades & Technology are seeking an experienced visionary leader with sound management practices who will position the School for the future.

B) JOB SUMMARY

Each of the five Schools and one Centre in Camosun College is headed by a Dean who has overall responsibility for:

- Leading and guiding the development and operation of a School, that is committed to the provision of quality educational programs and student support, and
- Participating as a member of the Education Management Team which establishes direction and coordination for the Education & Student Services Division as well as College-wide responsibilities as a senior administrator.

The key role of the Dean is to provide vision and leadership in strategic planning, and in establishing goals, priorities, policies, and procedures for the School as well as the larger Education & Student Services Division.

At the School-level, the Dean's role balances responsibility for educational leadership with the need for ensuring the effective management of operational, human, financial and capital resources for the School.

C) REPORTING RELATIONSHIPS

The Dean is responsible to the Vice President, Education & Student Services, and serves with other Deans and Directors as a member of the Vice President's Education Management Team and the President's Senior Management Team.

Reporting directly to the Dean are:

1. Associate Dean
2. Assistant to the Dean
3. Trades Training Development Coordinator

D) ESSENTIAL JOB FUNCTIONS

1. Leadership and Planning
 - Participates in college strategic and operational planning
 - Leads the development of School strategic, operational and resource planning
 - Provides a vision and facilitates the setting of goals for the School
 - Encourages organizational growth and leads change
 - Builds a culture characterized by trust, acknowledgement, recognition and empowerment.
2. Internal and External Presence
 - Ensures the implementation of policy and process which are consistent with College policy and process
 - Pursues formal & informal partnerships with other domestic & international institutions or organizations
 - Ensures School activities and programming are aligned with government expectations
 - Ensures effective links, and representation of the school across the college (other schools, service departments) with regards to consultation & coordination and joint planning
 - Ensures the promotion, marketing and imaging of school programming
 - In collaboration with the Chairs explores and establishes links with employers, other educational providers, community groups, and the professional community.
3. Program Development and Student Success
 - Ensures the implementation of policy & process related to curriculum development and approval
 - Assists in the pursuit and development of new program ventures
 - Ensures the evaluation of current programs for currency, relevance and effectiveness
 - Ensures that quality standards are met through Program performance indicators (quality assurance).
 - Participates in the development of College policy & process related to student development and success
 - Provides a continuous process or invitation for receiving feedback (face-to-face/focus groups/course evaluation/exit interviews)
 - Ensures the development and maintenance of student recognition and celebration
 - Is final authority for informal student appeals within the School.
4. General Administration
 - Represents the School in the development of college financial and administrative policy & process
 - Represents the School in college Budget Development
 - Authorizes department expenditures to the prescribed limit
 - Ensures effective administration of the School.
5. Human Resources Management
 - Ensures the implementation of college policy & process
 - Provides leadership in recruitment, selection and succession planning
 - Ensures appropriate performance management processes
 - Encourages and supports development opportunities for faculty and staff
 - Is the final authority within the School for faculty and staff complaints
 - Promotes reward and recognition (individual & group)
 - Ensures orientation/mentoring is available to employees
 - Participates in the negotiating of collective agreements as appropriate

- Ensures that collective agreements are followed as per college policy and procedures.
- Supports and develops a culture of trust, respect and empowerment
- Links employee contributions to School and College strategic goals.

E) EXPERIENCE AND ABILITIES

- Demonstrated skills in leadership and team-building
- Demonstrated ability to create and maintain a positive, student-centered working environment that supports learning for students, faculty, and staff
- Demonstrated ability to provide senior leadership to a diverse faculty and administrative group within a multi-union environment
- Demonstrated expertise in budget development
- Knowledge of program design, development, delivery and evaluation within an academic environment
- Demonstrated expertise in human resource management.
- Demonstrated commitment to serving students with diverse backgrounds, interest, goals and abilities;
- Demonstrated ability to lead change
- Demonstrated ability to lead organizational development projects
- Demonstrated competence in program and schedule planning and evaluation.

F) QUALIFICATIONS

MINIMUM QUALIFICATIONS:

- Masters Degree in a relevant discipline.
- Five years full-time responsible administrative and leadership experience at the post-secondary education level.
- Five years exemplary post-secondary teaching or educational development experience.
- Hands-on industry experience is ideal.
- An equivalent combination of training and experience.

We thank all those who previously applied. Only new applications will be considered at this time.

A competitive salary, opportunities for Professional Development and an excellent benefit package are offered. Only those selected for interview will be contacted.

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