

Chairperson, Trades

School of Trades
Full Time, Regular
Competition #163-23/24
Brandon, Manitoba
Salary: \$108,712.36 to \$138,765.36 (\$57.48 to \$73.37)
Classification: Excluded

Assiniboine Community College has been providing exceptional learning experiences that have been transforming lives and strengthening Manitoba through applied education and research for more than 60 years.

Reporting to the Dean, the Chairperson provides day-to-day academic and operational leadership to the school, assuring the vitality and academic integrity of the programs and of the teaching and learning functions within the school. The Chairperson works together with college departments, agencies, community leaders, and industry partners to ensure educational programming is of high quality; relevant and engaging. The chairperson provides leadership within a team environment that is always working towards providing our students with unparalleled experiences.

Be Passionate and Take Initiative with these Responsibilities:

- Work with faculty and advisory committees to ensure existing program curricula are current and relevant, and learning experiences are exceptional.
- Provide academic leadership within the school, shaping the growth and development of assigned programs within the school, in accordance with ACC's Academic Charter and Academic Plan.
- Collaborate with extended proactive advising team (student success advisors, learning strategists, tutors, faculty) to implement the College's student success strategy; provide academic advising related to the transfer of credit, program requirements, and other academic matters.
- Working with college departments, faculty, industry partners and community leaders, complete annual program summaries and scheduled program reviews and academic quality assurance audits.
- Conduct regular program meetings and communicate outcomes to Dean.
- Determine and assign instructor workload and develop timetables.
- Work with the Dean to monitor financial statements and other performance data to measure effective, relevant provision of learning resources and other program needs.
- Collaborate with the Dean in budget planning.
- Manage and co-ordinate within budget guidelines to fund operations, meet program needs, increase efficiencies, and reduce variances.

Be able to deliver results by having:

- Demonstrated excellence in leading a team in a relevant post-secondary environment or industry, with a solid understanding of program and curriculum development, assessment and evaluation, student advising and group facilitation.
- Practical and theoretical experience and competence in the Skilled Trades that are comprised of the supervised programs.
- Knowledge and experience with contemporary models for and current best practices in adult education.
- Awareness of the day-to-day demands that faculty face and of the strategies and models for assisting faculty in managing these challenges.

- Experience preparing complex written documents; in analyzing/interpreting/implementing policies and procedures; in researching, preparing and compiling reports; in oral and written communication.
- Experience in preparing, monitoring, and managing budgets.
- Cultural awareness and respect, and outstanding interpersonal, presentation, influencing and negotiation skills including the ability to develop and promote close and effective work environments and relationships, internally and externally.

This competition will remain open until the position is filled.

Assiniboine Community College is committed to ensuring that its policies, practices, and systems are free of barriers, emphasize the value of diversity, and promote full participation to ensure dignity, respect, and equal access for all employees. A request for an accommodation or to request this document in an alternative format, can be made at any point during the recruitment process by contacting 204.725.8729 or careers@assiniboine.net.

Assiniboine welcomes applications from all qualified candidates who are legally entitled to work in Canada, including Indigenous peoples, persons of all abilities, members of visible minorities, all genders and sexual orientations, and all other groups protected by the Human Rights Code.

Assiniboine's campuses are located on the traditional territories of Treaty No. 1 and Treaty No. 2, and the shared traditional lands of Cree, Oji-Cree, Dakota, Dene and Anishinabek/Ojibwe peoples, and the homeland of the Red River Métis Nation.

If you are interested in this career opportunity, please email your resume and cover letter with reference to Competition #163-23/24 to careers@assiniboine.net.

We thank you for your interest. Only those selected for further consideration will be contacted.

Please contact careers@assiniboine.net to request this document in an alternative format if necessary.