

POSITION VACANCY

TITLE: Associate Dean, Interdisciplinary Studies & Pathways **LOCATION:** Tri-Campus
DEPARTMENT: School of Interdisciplinary Studies and Pathways **START DATE:** Immediately
REPORTING TO: Dean, Interdisciplinary Studies and Pathways

DUTIES:

Provides broad academic leadership to the diverse programs within the school. Current programs include General Arts and Science (GAS), Pre-Health Sciences, Community Integration through Co-operative Education (CICE), Dual Credit, Adult Upgrading/Career and College Prep (LBS), SLC+/Continuing Education as well as the following service areas, General Education and Breadth, Communication, Math, and Science. Ensures the objectives of the programs and services are attained through effective management of teaching and learning processes and performance measures. Manages compliance with federal, provincial, and international regulatory bodies and legislation related to program delivery and development. Facilitates the on-going review of existing programs and the development of new programs to reflect market changes and the employment needs of industry. Conducts investigations of complaints from students and staff and initiates the problem-solving process. Establishes positive relationships with service sector, industry and business representatives and participates in College's student recruitment and job placement initiatives. Develops effective communication strategies to ensure exemplary school operations. Operationally responsible for a budget which includes identifying problems, problem solving, developing solutions, and providing recommendations to the Dean and financial services. Leads the development and implementation of student success, student development and career development initiatives for the school.

Promotes a vision for Interdisciplinary Studies and Pathways programs that supports future program growth (including changing technology).

Supports a collaborative leadership style with a commitment to enhancing the School of Interdisciplinary Studies and Pathways within the local and regional community through program development, and ongoing liaison with community partners.

Serves on several internal (Academic Leadership Team, College Leadership Team) and external committees (Ontario Heads of Interdisciplinary Studies, Ontario College Math Council, Ontario Colleges Math Test, etc.).

QUALIFICATIONS:

Education and Experience:

A minimum of a Masters' degree in adult education or educational administration, or equivalent in a relevant field of study along with relevant experience. Diversity in educational specializations will be an asset.

A minimum of 9 years of experience in Academic curriculum design, program development, post-secondary teaching experience. Experience in a supervisory role. Problem solving, dispute resolution and budgetary experience required. Strategic and analytical thinking, planning, resource management and talent management experience. Experience working and collaborating with a team.

Other Required Qualifications:

- Strong Leadership and Project Management Skills
- Strong labour relations including a high degree of judgement in the daily interaction with faculty, staff, students, and other managers
- High degree of conceptualization, analytical ability, initiative, independent action, and presentation skills
- Strong verbal and written communication skills including report and proposal writing skills at an advanced level
- Strong conflict resolution and negotiation skills combined with a good understanding of Collective Agreements.
- Excellent organizational, monitoring and assessment skills including the proficient use of computers, Basic accounting and working knowledge of simple business practices

Physical/Work Environment Essential Requirements:

The incumbent may be required to sit for a considerable amount of time. Walking may be required for a moderate amount of time. Standing and carrying items may be required on occasion. Frequent travel may be required of the incumbent. The successful incumbent must have the ability to report to the work location or work temporarily from a remote location with reliable internet access, as approved by the College and in accordance with the college's Telework Policy.

SALARY AND TERMS:

Admin Group: Pay Band 13: \$104,262 - \$139,013 per annum, commensurate on education and experience. In addition to the salary, the position is eligible for pay for performance.

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Hours per week: 37.5
Posted Date: November 18, 2022
Closing Date: December 9, 2022 (4:00 p.m.)

How to Prepare your Application for Submission: You will be able to attach only **one** document to your application. To prepare your application: Combine your cover letter and resume as one document. Save your document in .PDF, .doc, or .docx format using **Last Name, First Name** as your naming convention. Click on the **Apply Here** link and complete the application form. Attach your cover letter/resume document to the application form.

Apply Here: [Associate Dean, Interdisciplinary Studies Pathways - ADMN-22/23-146](#)

THIS IS A FULL-TIME ADMINISTRATIVE UNIT POSITION

St. Lawrence College is committed to employment equity and diversity in the workplace. We encourage and welcome applications from members of the designated groups, including women, racialized minorities, Indigenous peoples, persons with disabilities and persons of any sexual orientation and identity. St. Lawrence College is committed to an inclusive, barrier-free selection process. SLC provides support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. Candidates requiring accommodation during the recruitment process are asked to contact Belonging, Human Resources and Organizational Development at employ@sl.on.ca. To obtain a copy of this position vacancy or any of the position related documents in an alternate format please contact employ@sl.on.ca and our Human Resources Consultants will address your requests for accommodation confidentially.

This job opportunity is open to both internal and external applicants. Only those who are selected for an interview will be contacted.