

POSITION VACANCY

TITLE: Manager, Academic Operations **LOCATION:** Kingston
DEPARTMENT: School of Health and Wellness **START DATE:** Immediately
REPORTING TO: Dean, Health and Wellness

DUTIES:

Reporting to the Dean of Health and Wellness, the Manager of Academic Operations is responsible for providing, facilitating, monitoring, and coordinating the operations that support the effective delivery of enrolment planning, human, financial and physical resources planning and management, and control and project management. The incumbent also has responsibilities for Health & Safety. The incumbent supervises a dedicated group of support staff, providing effective management, performance management, coaching and training to ensure excellence in service for all stakeholders. The incumbent is a member of the administrative leadership team and actively engages in business planning initiatives while assisting with ongoing endeavours to focus on teaching and learning excellence.

QUALIFICATIONS:

Education and Experience:

A minimum of a 4-year Degree in Business Administration or another relevant field of studies along with relevant experience related to the functions of the position.

A minimum of 5 years of experience in a leadership or supervisor position, coaching for performance, and administrative and operational excellence supporting a complex client based in a unionized environment. Experience in a higher education environment is a strong asset. Demonstrated experience managing human resources, financial and physical capital, including forecasting, managing, and monitoring complex budgets. Practical project management experience is required. Experience applying strong communication, conflict resolution and negotiation skills to influence results and strategic direction is required.

Other Required Qualifications:

- Advanced knowledge of administration, human resources, financial and physical resource management.
- Proficiency with computer technology, excel spreadsheets and presentation software (Microsoft Office Suite); email communications (Outlook); PeopleSoft Student Information Systems and Financial Systems, and Databases.
- Demonstrated advanced client services orientation and skills.
- Project management knowledge and skills and knowledge of process improvement methodology such as LEAN.
- Skill in managing human, financial and physical resources.
- Financial acumen necessary to assist Deans and Associate Deans to forecast, develop, monitor, and report on complex budgets.
- Conflict resolution and negotiation skills.
- Strong time management, prioritizing and multi-tasking skills in an environment and the ability to work under the pressure or timelines with competing priorities.
- Assertiveness along with diplomacy, political sensitivity, and patience.
- Ability to work collaboratively in a complex and matrix environment as part of the Academic Division team.
- Highly developed communication skills, written and verbal and consultation skills to effectively handle interactions with individuals at all levels of the college and with external stakeholders.
- Ability to adjust to change, model the adoption of change management and foster an atmosphere of continuous improvement.
- Models the organizational values of Students-First, Teamwork, Integrity, Innovation and Belonging.

Physical/Work Environment Essential Requirements:

The successful incumbent must have the ability to report to the work location. The incumbent may be required to travel to other Campus locations.

SALARY AND TERMS:

Admin Group: Pay Band 10: \$77,520 - \$96,900 per annum, commensurate on education and experience. In addition to the salary, the position is eligible for pay for performance.
Hours per week: 37.5
Posted Date: November 16, 2022
Closing Date: November 23, 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.

POSITION VACANCY

Apply Here: [Manager, Academic Operations - ADMN-22/23-142](#)

THIS IS A FULL-TIME ADMINISTRATIVE 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.