

# POSITION VACANCY

<b>TITLE:</b>	Manager, Community Integration through Cooperative Education (CICE)	<b>LOCATION:</b>	Kingston, Brockville, or Cornwall Campus (with Tri-Campus Responsibilities)
<b>DEPARTMENT:</b>	School of Interdisciplinary Studies Studies & Pathways	<b>START DATE:</b>	Immediately
<b>REPORTING TO:</b>	Dean, School of Interdisciplinary Studies & Pathways	<b>END DATE:</b>	December 2023

**DUTIES:**  
Reporting to the Dean, Interdisciplinary Studies & Pathways (ISP), the Manager for Community Integration through Cooperative Education (CICE) is accountable for the planning, development, organization and implementation of CICE and other similar academic programs and projects through partnership with academic schools, high school boards, and community partners. The Manager works closely with various departments across the college, local school boards and community partners to ensure program design and implementation meets the needs of students, the community, the funding Ministries, and the College. The Manager is also responsible for marketing and promotion, overseeing the selection process for entry into the CICE program, student success and retention, and the hiring, onboarding, and supervision of Learning Specialists and campus Liaisons. Last, the Manager is responsible for developing funding proposals and for the efficient allocation, management, and reporting of resources, as well as managing the faculty and employees across the CICE department and collaborating with the tri-campus CICE Program Coordinator and Program Liaisons.

**QUALIFICATIONS:**

**Education and Experience:**  
A minimum of a 4-year degree in Psychology, Social Work, Disability Studies, or Special or Adult Education. A Bachelor of Education and/or a Master’s is an asset (Masters of Education as an example).

A minimum of 5 years of experience in working with students who have developmental disabilities and learning disabilities, and high-risk high school students is required. Work experience (e.g., counselling experience, at-risk students, youth worker experience) in a closely related area. Experience working with adult learners who have developmental disabilities or learning disabilities. Experience in a post-secondary academic environment. Experience in working with collective agreements and unionized environments. Teaching experience and curriculum and program development experience is an asset. Experience leading and managing human resources, including supervising, mentoring, and coaching staff. Stakeholder management and community engagement experience. Background knowledge of large budgets and financial/ funding experience.

- Other Required Qualifications:**
- Knowledge of the college environment, practices, and administrative procedures.
  - Knowledge of current education trends and policies geared to maximize participation in secondary education and a smooth transition to post-secondary (College) education.
  - Working knowledge of MLTSD and trades apprenticeship in general.
  - Excellent problem solving and conflict management skills
  - Knowledge of various programming across the College
  - Mental health knowledge and wellness strategies.
  - Knowledge of applied behavioural analysis is an asset.
  - Innovative and energetic.
  - Demonstrated leadership skills.
  - Strong organizational skills and emotional intelligence is an asset
  - Effective problem-solving skills.
  - Effective listener and communicator.
  - Strong financial and human resource management skills.
  - Strong working knowledge of software programs such as Teams, Word, Excel, Access and PowerPoint, email, internet; Comfort in acquiring skills for specific college software applications.

**Physical/Work Environment Essential Requirements:**  
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. The incumbent may be required to walk, stand, and drive for a moderate period. Reading, and interview/phone calls may be required for a considerable amount of time.

**SALARY AND TERMS:**  
**Admin Group:** Pay Band 10: \$77,520 - \$96,900 per annum, commensurate on education and experience, plus 6% vacation pay.  
**Hours per week:** 37.5  
**End Date:** December 2023  
**Posted Date:** November 18, 2022

# POSITION VACANCY

---

**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:** [Manager, CICE - ADMN-PT-22/23-144](#)

## THIS IS A PART-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](mailto: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](mailto: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.*