

<b>NORTH WEST COLLEGE POSITION PROFILE</b>	
<b>POSITION:</b>	<b>Full-Time, Permanent, Out-of-Scope, Manager, Meadow Lake Campus &amp; Student Residences</b>
<b>Start Date:</b>	<b>ASAP</b>
<b>LOCATION:</b>	<b>Meadow Lake, Saskatchewan</b>
<b>COMPETITION NUMBER:</b>	<b>75-OOSML-2425</b>
<b>EMAIL:</b>	<a href="mailto:nwrccareers@northwestcollege.ca">nwrccareers@northwestcollege.ca</a>
<b>WAGE RANGE:</b>	<b>\$87,165 - \$101,705 Annually</b>
<b>Applications will be reviewed as they are received. Position remains open until filled.</b>	

#### **POSITION SUMMARY**

Reporting to the Vice President, Academic, the “*Manager, Meadow Lake Campus & Student Residences*” is responsible for managing the day-to-day operation of the Meadow Lake Campus, including supervision of administrative staff. The position also provides oversight of the students in residence – including disciplinary actions. All duties shall be completed in accordance with North West College policies & procedures and be in congruence with the Mission, Vision and Values of North West College.

As a management team member, the incumbent works closely with other managers, executive management and the programs and services staff. In addition, the Manager collaborates with program coordinators and Out of Scope Managers for strategic opportunities to support student engagement and academic success through the application of departmental plans. The Manager, Meadow Lake Campus & Student Residences position will be based out of the Meadow Lake campus location.

#### **RESPONSIBILITIES**

The Manager advises the Vice President, Academic of staffing requirements and is responsible for hiring all staff in units within their jurisdiction. The Manager has the authority to enact corrective progressive discipline, respond to grievances and has authority for probationary employee assessment. The Manager will conduct staff performance appraisals in a manner consistent with College policies and procedures.

The Manager contributes to developing, implementing, and monitoring policies and procedures within the area of responsibility and for the College. In addition, the Manager is responsible for identifying and mitigating risks to the College.

The Manager oversees the Meadow Lake Campus, focusing on a safe and healthy positive student learning experience. In addition, they are responsible for ensuring that the facility and

student residences are utilized efficiently and effectively. The Manager collaborates with the Facilities Manager to identify and implement any required building improvements.

The Manager is responsible for creating, implementing and monitoring an effective and efficient administrative framework of the student residence in Meadow Lake, including developing annual operating plans and establishing occupancy targets related to revenue estimates. The Manager provides guidance to, and works with, the Meadow Lake Student Services Coordinator to ensure the residence's policies and procedures are followed and performance outcomes are met. In addition, the role projects yearly occupancy expenses in collaboration with the Facilities Manager, Vice President of Finance & Administration, and the Vice President, Academic.

The Manager will develop and implement department level Program Operational Plans (POP) that will aid in achieving the College's Strategic Plan by establishing objectives for each unit under their jurisdiction. This process will require oversight and regular reviews to ensure success in achieving established POP goals.

The Manager represents College interests when engaging with business, industry, communities, tribal councils, First Nations communities, and other groups in the Meadow Lake area. This engagement cultivates positive and effective relationships with stakeholders that simultaneously promote the achievement of strategic initiatives while establishing stakeholder needs.

The Manager performs other responsibilities assigned to contribute to the success of students and achievement of the College's strategic mandate.

## **QUALIFICATIONS**

- A relevant four-year degree in a, business administration or related field.
- Demonstrated experience that would include, project management, financial management, planning and budgeting in a multi-million dollar environment.
- Demonstrated supervisory skills where critical analysis and judgment are required.
- An understanding of operating in a unionized environment would be an asset.
- Ability to work as part of a management team.
- Demonstrated skills in collaborative problem solving, analysis, and accountable leadership.
- Demonstrated team building skills, the ability to work in a collaborative team setting, and maintain a respectful workplace.
- Strong interpersonal skills that maintain the integrity of the position.
- Effective communication skills, and public speaking and public relations skills.
- Knowledge of provincial and regional economy and ability to learn sectors in detail when required.
- Demonstrated competence and recent experience in the use of technology such as Zoom, Microsoft Office Suite, Outlook, Internet and Social Media platforms, with the ability to learn and adapt to changing technology.

**ADDITIONAL REQUIREMENTS**

- A valid Saskatchewan driver's license is a requirement of the position due to the regional responsibilities.
- A satisfactory criminal record check is a condition of employment with North West College.

**SUBMIT APPLICATIONS TO:**  
**Human Resources**  
**North West College**  
**10702 Diefenbaker Drive**  
**North Battleford SK S9A 4A8**  
**Fax: 306.445.2254**

**Please Quote Competition #75-OOSML-2324**

**NWC thanks all those who applied however only those selected for an interview will be contacted.**

**Email: [nwrccareers@northwestcollege.ca](mailto:nwrccareers@northwestcollege.ca)**