

NORTH WEST COLLEGE POSITION PROFILE	
POSITION:	Full-Time, Permanent, Out-of-Scope, Vice-President, Academic
Start Date:	ASAP
LOCATION:	Meadow Lake or North Battleford, Saskatchewan
COMPETITION NUMBER:	62-OOSVPA-2425
EMAIL:	nwrccareers@northwestcollege.ca
WAGE RANGE:	\$111,573 - \$127,326 Annually
APPLICATION DEADLINE:	August 6, 2024, at noon

POSITION SUMMARY

Reporting directly to the President, the *Vice-President, Academic* (VPA) oversees the development, administration and delivery of all educational training programs and services in the College region, consistent with the College's strategic plan and Indigenization Charter. The VPA is responsible for ensuring the integrity of curricula and the effective delivery for all academic programs. The VPA is a member of the North West College Executive Management Committee.

RESPONSIBILITIES

1. Contributes to decision making regarding the overall management of the College as a member of the Executive Management Committee.
2. As the senior academic officer at North West College, this role represents the College at a provincial level and participates on the Provincial Academic Officer's Committee.
3. Ensures that analysis of regional educational and training needs is conducted routinely in order to determine the appropriate educational programs and related services to be offered by the College.
4. Oversees the development of an annual educational programming plan.
5. Ensures that the programs and services identified for delivery by the college are aligned with the goals and objectives set out by the College.
6. Oversees the design, funding acquisition, implementation, and evaluation of educational programs and related services.

7. Develops, implements, and monitors adherence to policies and procedures necessary for the delivery of high-quality educational programming.
8. Ensures the appropriate dissemination of educational programs and services information.
9. Oversees the operation of the College's program delivery sites.
10. Determines, on an annual basis, budget estimates and operational plans for educational programs and related services provided by the College.
11. Develops, reviews and monitors programs and related services budgets.
12. Ensures adherence to an approved budget on an ongoing basis.
13. Liaises with external agencies and oversees negotiations with these agencies to fund program activities.
14. Advises the President of changes in departmental staffing requirements and oversees the hiring of all instructors and staff.
15. Supervises and evaluates all departmental staff and ensures that staff training programs are identified and implemented.
16. Fosters collaborative relationships and liaises with Federal and Provincial Government Ministries, Saskatchewan Polytechnic, the Universities, other Regional Colleges, and other specific agencies where appropriate.
17. Represents the College on designated provincial and other jurisdictional committees.
18. May be required to assume the role of Acting President, for a period of not more than two consecutive weeks, in the event that the President is absent from the College.
19. Performs other duties as may from time to time be assigned by the President.

QUALIFICATIONS

- A graduate degree in an area relevant to post-secondary education. Preference will be given to candidates with a doctoral degree.
- Demonstrated experience in managing multiple diverse departments at a senior level where significant critical analysis and judgement is required.
- Demonstrated financial management and budgeting skills for multi-million-dollar departments or institutions.
- A general understanding of the post-secondary education system in Saskatchewan with particular emphasis on the Regional College System.
- A high level of expertise in all areas related to the principles of adult education, as well as the development, delivery and administration of educational programs - including contract development and administration.
- An understanding of federal and provincial government post-secondary education funding arrangements.
- 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.
- Superior communication skills, and effective public speaking and public relations skills.
- The ability to make independent decisions on complex issues.
- Demonstrated ability to supervise staff.
- Expertise developing, negotiating, and interpreting contracts.
- 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

- Must possess a valid Saskatchewan Driver's License and be able to travel as required. Travel may, on occasion require overnight stays.
- A satisfactory criminal records 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 #62-OOSVPA-2425

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

Email: nwrccareers@northwestcollege.ca