



Director of Student Success

Location: To be determined

Job Opening ID: 9241

Permanent, Full-time

Commencing: As soon as possible

Deadline to Apply: July 17, 2018

PUBLIC POSTING

College of the North Atlantic (CNA) is Newfoundland and Labrador's public college. It is one of the largest post-secondary educational and skills training centres in Atlantic Canada; enrolling approximately 9,000 learners each year in more than 100 full-time programs.

Student Services provides leadership, guidance, and support to advance the personal and career development of students. The Division provides a range of services designed to support and enhance the student experience, as well as student satisfaction and success by fostering a positive, meaningful, and supportive learning environment that encourages student participation in College life.

DUTIES: Reporting to the Associate Vice President of Student Services, the Director of Student Success is accountable for providing strategic leadership and operational direction to a comprehensive suite of services designed to provide a supportive academic and experiential learning environment for students enrolled at College of the North Atlantic. These services will enable and enhance access to College programs and learning opportunities fostering academic achievement and contributing to retention and student success. The Director will play a lead role in designing and implementing college-wide student program, retention, and success strategies utilizing data analytics and indicators. The Director will provide leadership and direction to the Student Success Division, developing a common vision and goal towards student-centered support services and experiential learning initiatives; monitor and evaluate the effectiveness of programs/services and effect changes required for improvement; oversee academic counselling services for students; provide guidance and support for the development and use of student assessment, testing, and placement protocols; develop targeted student retention programs; develop strategies and services for CNA's diverse student population and learners with disabilities; oversee CNA's library learning commons; develop and deliver effective, responsive, and accessible student crisis management services; develop effective supports to manage risk and foster a healthy and supportive campus culture; direct a variety of administrative and management responsibilities which include but aren't limited to human resources management, budgeting/financial management, and contributing to the strategic planning process. Other duties may be assigned at the discretion of the Associate Vice President. Travel will be required.

Note: *College of the North Atlantic has 17 campus locations throughout Newfoundland & Labrador. The campus where this position will be based out of is flexible and will be negotiated with the successful candidate.*

QUALIFICATIONS: College of the North Atlantic is seeking an enthusiastic, student-centered individual to take on this exciting new management position with Student Services. Candidates who wish to be considered for this role must possess the following qualifications: in-depth knowledge of strategy/program development, implementation, and evaluation designed to enhance student success, academic achievement, and student retention; knowledge of adult education theory and practice including experiential learning; knowledge of crisis management service delivery; knowledge of resource management (human and financial); strong communication skills, including the ability to effectively listen to all points of view, build consensus on initiatives and issues, and inform others; the ability to create a

climate responsive to student needs and resolve sensitive and challenging issues facing students; a demonstrated ability to manage a heavy workload; exceptional leadership skills with the ability to mentor staff and advance a culture of service and collaboration with all campus and college constituents; and the ability to establish and maintain effective working relationships and partnerships with a range of internal and external stakeholders in order to ensure best practice in the design and delivery of support services to students and opportunities for experiential learning.

These qualifications would have been acquired through the successful completion of a Master of Education Degree in Post-Secondary, Educational Leadership, Educational Psychology, Counselling, or related field; extensive experience in the development and implementation of student success, academic achievement, and student retention initiatives; experience in crisis management services; and progressive post-secondary educational leadership experience. An equivalent combination of education and experience may be considered.

SALARY: HL25 - \$78,314.00 - \$101,809.00 per annum

College of the North Atlantic is an Equal Opportunity Employer.

The successful candidate may be required to provide a recent Certificate of Conduct.

Please apply online complete with resume at www.cna.nl.ca/careers. Verification of credentials and the names and contact information of three professional references, including a current supervisor reference, will be required as part of the interview process.

Candidates must clearly demonstrate in their resume that they meet all of the required qualifications. Failure to do so may result in a candidate being screened out of the competition.

For questions regarding this job opening, please contact Robert Adams, Human Resources Consultant at robert.adams@cna.nl.ca or by phone at (709) 758 7055.