



Campus Director

Location: Prince Philip Drive Campus – St. John's

Job Opening ID: 9462

Full-time, Temporary

Commencing: As soon as possible until August 09, 2019

Deadline to Apply: July 27, 2018

PUBLIC POSTING

College of the North Atlantic (www.cna.nl.ca) is offering an exciting leadership opportunity for you to serve as Campus Director for Prince Philip Drive Campus.

The Campus Director, in collaboration with other campus management, is responsible for overseeing the delivery of campus-wide programming, as well as operational and administrative functions and services for the campus. The incumbent plans, leads, organizes, coordinates, and advises on current requirements, aligns material, financial, and human resources with the priorities and objectives as defined for Prince Philip Drive Campus.

DUTIES: The position, reporting to the Associate Vice-President of Campus Operations, is accountable for ensuring the effective and efficient operation of the campus, including the delivery of academic programming to students, and all related support services. The position is responsible for ensuring the effective delivery for all instructional programs; as well as for the designated campus's administrative and operational functions, the financial stewardship of the campus budget, and the effective management of all assets, campus buildings, and facilities. The role is required to work in close collaboration with a variety of College Headquarters functions and School Deans to ensure the effective coordination, integration, and oversight of services in accordance with the College's academic, planning, operational, administrative, and financial policies and frameworks. The Campus Director is responsible for ensuring a positive student experience, contributing to student academic progress and ultimately, student retention at the designated campus.

QUALIFICATIONS: This position requires a community-minded and enthusiastic individual who possesses comprehensive knowledge of post-secondary campus operations, particularly in the context of managing in a setting that delivers academic programming and student services, operational, and administrative functions. Knowledge of innovative educational technologies and delivery modes would also be expected of candidates. This position requires an ability to provide sound post-secondary educational leadership and resource management to a highly skilled and motivated workforce in order to facilitate the work of others, plan, coordinate, and determine priorities, direct and contribute to effective performance outcomes, and maintain quality assurance. Exceptional communication and interpersonal skills are required to provide the necessary level of support to students and staff, and to develop and maintain a wide variety of internal and external stakeholder relationships. Strong problem

solving skills and sound decision making for the ongoing and effective administration and operation of the campus is essential. These skills would normally be gained through the successful completion of a Master's Degree in Educational Leadership, Business Administration, Public Administration, or related field, supplemented by increasingly responsible post-secondary leadership experience. Consideration may be given to those candidates who possess a Bachelor's Degree in Education (Post-Secondary), Business Administration, Public Administration, or related field, with extensive and progressive post-secondary leadership experience. Equivalencies may be considered.

SALARY: HL-27 - \$81,483.00 - \$105,928.00 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 names 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 Rachel Blundon, Human Resources Consultant at rachel.blundon@cna.nl.ca or by phone at (709) 758-7510.