



**Associate Dean – Program Development & Quality Assurance
School of Business & Information Technology**

Location: Flexible

Job Opening ID: 10361

Permanent, full-time

Commencing: As soon as possible

Deadline to Apply: May 31, 2019

***Note:** the location of this position is flexible and will be negotiated with the successful candidate.*

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.

Headquartered in Stephenville, CNA delivers its programs through a network of 17 campuses distributed across the province, along with a wide range of programs available by distance delivery. CNA is also active internationally with both development projects and educational partnerships. The College works with a wide range of stakeholders including other post-secondary institutions, industry associations, community organizations, and economic development groups, as well as provincial and federal government departments and agencies.

DUTIES: Reporting and providing support to the Dean, School of Business and Information Technology, this management position will focus on matters relating to program/instructional development, quality assurance, maintenance of program standards and School-related documentation, adherence to accreditation and articulation/transfer requirements, and other matters relating to the overall achievement of quality and programming excellence within the School. Under the direction of the Dean, the Associate Dean will be responsible for overseeing activities and special initiatives relating to the advancement of program/instructional development within the School. The position will facilitate as well as promote high-quality, consistent program/course deliveries through a thorough understanding and communication of the intent, design and details of the School's programs/courses.

The Associate Dean will maintain ongoing contact with Campus Administration, Instructional Coordinators and representatives from the College's corporate training division throughout the course of fulfilling all goals and objectives attached to this position. The Associate Dean will also facilitate professional exchange amongst faculty and explore avenues of professional development for instructional staff within the School. The position will provide ongoing support and advice to the Dean in the development and evaluation of quality assurance measures on programming excellence, evolving programming requirements, program as well as course currency, programming development opportunities for the future and other innovative ways of advancing program/instructional development within the School. The Associate Dean will ensure that program development, accreditation, and delivery will comply with all quality assurance standards and requirements, including those of the College (e.g. academic policies, procedures and regulations) as well as those of applicable external bodies. The Associate Dean will assist the Dean in building cohesive and effective relationships so that program development and quality assurance will be achieved through a strong vision of programming excellence and what that means for students who choose programs/courses within the School of Business and Information Technology. In addition to the above duties and responsibilities, the Dean may assign other related tasks as required. Travel and use of a personal vehicle will be required.

QUALIFICATIONS: Candidates must have a Master of Education degree or a Master's degree in an area relevant to programming within the School of Business and Information Technology. A Bachelor of Education (Post-Secondary or Secondary) and/or a Post-Secondary Instructor's Certificate are considered assets. The position requires extensive knowledge of, and experience working in, a College environment, with a focus on adult teaching/learning and the delivery/development of academic programming. Candidates must have recent relevant work experience in a domain or field of endeavour representative of a program or instructional area/s offered in the School (teaching experience preferred) and have sound knowledge of the School's composition. Demonstrated exceptional leadership skills, organizational skills, interpersonal skills are required to assist the Dean in current and future program/course/project quality assurance measures as well as in achieving collectively the academic excellence goals within the School. Demonstrated excellence in written and oral communication skills, attention to accuracy, precision and details, as well as a demonstrated commitment to academic excellence are required. Demonstrated creative abilities to use current technology within a teaching/learning environment to advance School initiatives are required. An equivalent combination of education and experience may be considered.

COMPENSATION AND BENEFITS PACKAGE:

- Salary of \$76,866.00 - \$99,925.00 per annum (*HL 24*)
- Group insurance benefits with Great West Life
- Public Service Pension Plan (defined benefit)
- 25 - 35 paid leave days plus 14 statutory and provincial government holidays per year
- Paid time off between Christmas Day and New Year's Day inclusive

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 on line complete with resume at www.cna.nl.ca/careers. Verification of credentials and the names and contact information for three professional references, including a current supervisor, 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.