



## Senior Campus Director

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

Job Opening ID: 10465

Permanent, full-time

Commencing: September 3, 2019

Deadline to Apply: July 19, 2019

### INTERNAL POSTING

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

**DUTIES:** Reporting to the Chief Operating Officer, the Senior Campus Director is accountable for ensuring the effective and efficient operation of Prince Philip Drive Campus, overseeing the delivery of academic programming to students and associated operational, administrative, and student support services. Specific accountabilities include the implementation, delivery, evaluation, and quality assurance of academic programs, as well as ensuring adherence to course curriculum; attracting, retaining, and ongoing performance management of staff and faculty; overseeing operational and administrative processes and practices that effectively support students, staff, and faculty; managing campus resources, including financial, human resources, facilities, and assets, and ensuring budgets are managed responsibly; actively engaging with the broader community and supporting community-based initiatives; actively marketing and promoting the college and campus within the community, positioning the college as an education institution and employer of choice; establishing and maintaining effective and collaborative work relationships with a wide range of external stakeholders; supporting School Deans in working with specific industries and services to develop programs that will meet regional and provincial labour needs; working to identify opportunities for contracts, funding grants, and partnerships to advance innovative approaches to support student success; resolving student and faculty issues and concerns as they arise; contributing to the college's vision and strategic planning efforts by identifying evolving program needs and contributing to program design and development; and ensuring the accreditation process for programs on campus is monitored and maintained. The Senior Campus Director is responsible for ensuring a positive student experience, contributing to student academic progress and ultimately, student retention at Prince Philip Drive Campus.

**QUALIFICATIONS:** This position requires a community-minded and enthusiastic individual who will possess a comprehensive knowledge of the post-secondary environment, particularly in the context of managing in a setting that delivers academic programming and associated operational, administrative, and student support functions. This position requires an ability to provide sound post-secondary educational leadership to a highly skilled and motivated workforce in order to organize, coordinate and facilitate the work of others, determine and carry out 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. The required knowledge and skills would have been obtained through the successful completion of a Master's Degree in Educational Leadership, Business Administration, Public Administration, or related field, supplemented by increasingly responsible and relevant 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, progressive, and relevant post-secondary leadership experience. Equivalencies may be considered.

**SALARY:** HL28 - \$83,384.00 - \$108,399.00 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](http://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 Robert Adams, Human Resources Consultant at [robert.adams@cna.nl.ca](mailto:robert.adams@cna.nl.ca) or by phone at (709) 758-7055.