



## Director – Academic Program Assessments

Location: To be determined

Job Opening ID: 11049

Permanent, full-time

Commencing: As soon as possible

Deadline to Apply: October 21, 2019

### 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.

College of the North Atlantic delivers its programs through a network of 17 campuses distributed across the province with additional online/blended program offerings. CNA is also active internationally, with development projects and education partnerships presently operating in the Middle East, Vietnam, China and the Caribbean. 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:** This is a senior management position reporting to the Vice President of Academic Programs and Delivery, and is accountable for the provision of leadership in the assessment of academic programs delivered by College of the North Atlantic. This position provides leadership and direction on processes, procedures and best practices that support excellence in program delivery assessments for credentialed College programs delivered provincially, nationally and internationally – notably including in Qatar and China as well as other international locations. Under the direction of the Vice-President, Academic Programs & Delivery, the Director's activities include the development and implementation of policies, plans, procedures and processes that support and advance academic program assessments – both audits and evaluations; budget and associated resource planning for the conduct of assessments; management of assessment reporting processes; and relationship management with both internal and external stakeholders. The Director of Academic Program Assessments (APA) is a key member of the College's academic team and works cooperatively with other members of the leadership team to carry out the accountabilities of the position. The Director, APA, will be engaged in supporting and facilitating processes for the development, maintenance and implementation of Academic Program Assessments and all associated reporting – including control, confidentiality and oversight of all such reports produced.

The Director will work with senior academic leadership to ensure that appropriate academic policies and procedures are in place to enable the College to implement academic program assessments and action-oriented follow-through. The Director will also ensure program assessments are compliant with any internal or external policy, regulatory and/or legal requirements. The Director of Academic Program Assessments is responsible for contributing to the success and quality of college programs through the assessment of programs offering a College credential. The individual is responsible for leading teams of expert assessors in completing program assessments – audits and evaluations. Additionally, the Director will inform and promote academic quality assurance processes.

Must have own vehicle for provincial travel – position also involves extensive international travel.

**QUALIFICATIONS:** The successful candidate must: have a proven record of consistently delivering on academic program quality and assessment priorities in a College environment; be an educator with extensive instructional/teaching experience in a College environment; a learning-centered professional who understands academic program design and evaluation and the educational needs and instructional requirements of adult

students in a College environment; a team player who can demonstrate leadership skills and the ability to work collaboratively with faculty and administration – provincially, nationally and internationally; a continuous learner who understands program assessment (audits and evaluations), instructional techniques, student learning, program outcomes, educational innovation, flexible delivery models as well as technology delivered and supported instruction.

The successful candidate will hold the following credentials and possess the following skills: master's degree in education (or equivalent) in a field directly related to academic program assessments along with a minimum of ten years relevant program assessment work experience in a College environment; demonstrated exemplary verbal and written communication skills; a high level of accuracy and attention to detail in all manners and methods of communication; excellent facilitation skills and refined proposal and report writing abilities.

The successful candidate's work experience background must include a proven ability to develop and manage program assessment plans and budgets – as well as the proven ability to deliver results within established deadlines. Experience with international College activity is required.

**SALARY:** HL 27 - \$81,483.00 - \$105,928.00 per annum (*classification under review*)

College of the North Atlantic is an Equal Opportunity Employer.

The successful candidate will 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 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 Sarah Gaudon, Human Resources Consultant at [sarah.gaudon@cna.nl.ca](mailto:sarah.gaudon@cna.nl.ca) or by phone at (709) 643-7840.