



## **Associate Dean, School of Health Sciences (Project Management)**

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

Job Opening ID: 11454

Temporary, full-time

Commencing: As soon as possible until August 25, 2023

Deadline to Apply: March 24, 2020

### **PUBLIC POSTING**

Reporting to and providing support to the Dean for the School of Health Sciences, this management position will focus on overseeing program offerings and special projects within College of the North Atlantic's School of Health Sciences as well as serving as the main point of contact between the School, CNA campus sites, and external regulatory bodies in support of academic excellence.

### **DUTIES:**

- Facilitate and coordinate projects and special initiatives relating to the advancement of health sciences programming within the School
- Provide academic and administrative leadership to ensure the effective and efficient operation of health sciences programming and to facilitate and promote a culture of academic success, quality and integrity within the School
- Serve as main point of contact between the School of Health Sciences and campuses regarding program requirements (i.e. mask-fit testing, program and clinical orientation for students, immunizations and other pre-placement requirements specific to an individual Regional Health Authority)
- Serve as main point of contact between the School of Health Sciences and all campus sites in support of compliance and quality assurance with internal academic policies, procedures, and regulations as well as those of external regulatory entities (e.g. Centre for Nursing Studies, College of Licensed Practical Nurses of Newfoundland and Labrador, Department of Health and Community Services, Provincial Medical Oversight, Accreditation Canada, etc.)
- Coordinate with campus administration regarding the development and implementation of various projects (resource management, budgeting, project planning and timelines, etc.)
- Oversee the provision of program-specific IT orientation (e.g. Comptracker, D2L, SharePoint, etc.)
- Oversee the provision of resources for new faculty hires across all health sciences programs (e.g. orientation, curriculum, D2L, etc.)
- Actively participate in and contribute to School-level planning and operations activities
- Facilitate and promote consistent program/course deliveries through a thorough understanding and communication of the intent, design and details of the School's programs/courses across the various campuses offering health sciences programming
- Participate in the development and implementation of new academic program offerings to reflect market changes and the employment needs of industry, that will enhance student experience and increase enrolment
- Facilitate professional exchange amongst faculty and explore avenues of professional development for instructional staff within the School
- 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 programs within the School
- 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:**

- Master of Education degree or a Master's degree in an area relevant to programming within the School of Health Sciences
- Extensive knowledge of, and experience working in, a College environment, with a focus on adult education and managing complex academics-related projects, activities and/or special initiatives
- 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)
- Sound knowledge of the School's composition as well as the operational needs for delivery of health care programs
- Proficiency with learning management systems (e.g. D2L, Moodle, Blackboard, etc.) is preferred
- Exceptional leadership skills, stakeholder management skills, interpersonal skills, and proven project management and organizational skills – initiating, planning, executing, monitoring and resource management
- Demonstrated excellence in communication skills, attention to accuracy, precision and details, as well as a demonstrated commitment to academic excellence
- 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

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 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](mailto:robert.adams@cna.nl.ca) or by phone at (709) 758-7055.