

Chair, Media and Office Technology Programs

Assiniboine Community College invites applications for the position of **Chair, Media and Office Technology Programs** within its School of Business. With over 40 unique certificate, diploma and advanced credential programs spanning a variety of disciplines, Assiniboine Community College has been transforming lives and strengthening Manitoba through applied education and research for over 55 years. For staff and students alike, Assiniboine offers unparalleled learning environments and responds to the evolving demands and requirements of the Manitoba labour market. Here, instructors follow the philosophy of 'learn by doing,' combining theory with hands-on learning inside classrooms, labs, kitchens, shops, fields and the College's Sustainable Greenhouse. The Media and Office Technology Programs at Assiniboine prepare students for exciting careers in media, web design, animation, network administration and office administration, and have been very successful in producing graduates who have gone on to become award-winning leaders within their fields across Canada and beyond.

Reporting to the Dean of the School of Business, the Chair of Media and Office Technology Programs provides academic and operational leadership to the School's programs and the teaching and learning functions within the School in accordance with the College's strategic direction and academic plan. With a focus on exceptional learning experiences, the Chair is responsible for day-to-day operations including hiring, managing and developing faculty and staff; overseeing academic student advising and curriculum revision processes; and working collaboratively with the Dean and other stakeholders in academic processes such as program review, program development, capital planning, and budgeting. The Chair provides leadership to the College's academic, contract training and continuing studies departments, and works with community leaders, industry and agencies to ensure Assiniboine provides experiential learning opportunities that are valued by students, enhance their success and prepare them for their future. Fostering an environment that maximizes student learning and success, the Chair directs and manages all aspects of programming and staffing required for the successful delivery of a diverse portfolio of academic programs in multiple communities across the province.

The ideal candidate will have relevant post-secondary education and industry experience, as well as a demonstrated record of success leading a team in a comparable academic environment or industry. The new Chair will possess extensive knowledge of Canadian post-secondary trends, developments and directions and have a solid understanding of program and curriculum development, classroom instruction, student assessment, evaluation and advising, and group facilitation. Strong technical, administrative and financial skills are essential. Leadership experience in developing faculty and students, along with experience preparing, monitoring, and managing budgets, and working with diverse groups of stakeholders are also considered assets.

If you are interested in this opportunity, please submit your application online at www.kbrs.ca/career/13031 or contact Nick Little or Katherine Frank at 1-866-822-6022.