

## **Academic Chair, Health Programs School of Health and Human Services**

**Excluded**

**Competition #76-18/19**

**Winnipeg, Manitoba**

**\$87,302 - \$111,435 per annum**

Assiniboine Community College strives to create exceptional learning experiences for our students while strengthening Manitoba through applied education and research. We are looking for an Academic Chair, to lead our health programs in Winnipeg, MB and in rural rotating and contract training sites in Indigenous communities.

The Chair, Health Programs, Winnipeg, is a key leadership position within the School of Health and Human Services. This position provides an exciting opportunity to make a meaningful contribution to the ever-demanding field of nursing. The health programs offered may include the Diploma Practical Nursing Program, the Practical Refresher Program, the Practical Nurse Qualification Recognition Program and the Comprehensive Health Care Aide Program. The Chair will ensure Assiniboine is providing an integrated learning experience that is valued by students, enhancing their success and preparing them for their future.

With a focus on exceptional learning experiences, the Chair, Health Programs, Winnipeg, is responsible for day-to-day operations including: hiring; managing and developing faculty and staff; overseeing curriculum revision processes; and working collaboratively with the Associate Dean and others in academic processes such as program review, program development, capital planning, and budgeting. In addition, the Chair, Health Programs, Winnipeg, will provide leadership for distance education, continuing education, contract training, and International training opportunities at various locations throughout the province.

As the Chair, Health Programs, Winnipeg, you will have an appropriate nursing credential, relevant degree (Masters preferred) and be currently registered with CRNM, CLPNM or CPNM. You will have experience leading a team in a comparable post-secondary environment or industry. You will have a solid understanding of program and curriculum development, classroom instruction, assessment and evaluation, student advising and group facilitation. Leadership experience in developing faculty and students, along with experience preparing, monitoring, and managing budgets is also an asset.

This competition will remain open until filled.

Assiniboine Community College campuses are located on traditional territories of Treaty No.1 and Treaty No.2, the shared traditional lands of Cree, Oji-Cree, Dakota, Dene and Anishinabek/Ojibwe peoples, and the homeland of the Métis Nation.

If you are interested in this career opportunity, please forward your resume and cover letter to:

**Assiniboine Community College**

c/o Human Resources

1430 Victoria Avenue East, Brandon, Manitoba R7A 2A9

Fax 204.725.8736 or email [humanresources@assiniboine.net](mailto:humanresources@assiniboine.net)

We thank you for your interest. Those selected for further consideration will be contacted.





## Position Description

Position Title: Chair, Health Programs, Winnipeg Campus  
School: Health & Human Services  
Classification: Excluded Position  
Supervisor's Title: Associate Dean, School of Health and Human Services

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### **POSITION SUMMARY**

Reporting to the Associate Dean, the Academic Chair provides day-to-day academic and operational leadership to the school, assuring the vitality and academic integrity of the programs and of the teaching and learning functions within the school. The Chair works together with the college's academic, contract training, community learning and distance education departments, as well as with community leaders, business and agencies; the incumbent directs and manages all aspects of programming and staffing required for the operation of assigned programs. The Chair provides leadership required to manage diverse programs and will share responsibility with faculty for ensuring a learning environment that maximizes student learning and success. In co-operation with the Associate Dean, the Chair is also responsible for managing general administrative processes including budget preparation and monitoring, course/instructor evaluations, and academic student advising. The Chair may provide coverage for the Associate Dean during vacations or other extended absences.

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### **General areas of competence & skill for Assiniboine Community College Chairs include:**

- Leading faculty
  - Managing programs
  - Managing students
  - Managing quality of programs
  - Managing change
  - Managing finances
  - Managing student recruitment
  - Engaging community
  - Exhibiting policy and governance knowledge
  - Displaying academic leadership
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### **PRIMARY RESPONSIBILITIES**

#### **Leading faculty:**

- Provide day to day guidance and coaching to faculty on teaching and learning and other academic and professional matters

- Lead faculty hiring, onboarding, and performance management
- Provide day to day supervision and direction on administrative matters to faculty and staff
- Facilitate faculty participation in program management, and faculty contribution to school and college wide academic matters
- Coach faculty in policy requirements, (including health and safety regulations)
- Facilitate faculty development and credential/skill attainment relevant to their teaching positions
- Conduct formal performance reviews, providing formative and summative feedback
- Plan/approve faculty professional development plans
- Assign, manage and report faculty contact hours/ workloads as per policy and the collective agreement
- Create staffing plans, including succession planning
- First stage dispute resolution for both faculty and students
- Work with faculty to ensure existing program curricula are current and relevant.

#### **Managing programs:**

- Manage enrolment in programs and courses
- Involve faculty in program planning and scheduling
- Timetable courses
- Ensure work placements for students are appropriate
- Ensure adherence to health and safety regulations
- Conduct investigations and participate in decision-making using processes as per policy
- Identify potential applied research opportunities
- Supervise research practices, including student research undertaken in their classes (i.e. ethics reviews needed when students doing surveys, interviews, use of animals)
- Collaborate with service departments on effective use of facilities and technology for teaching and learning
- Manage program equipment and disposable inventories
- Manage industry, education, and community partnerships

#### **Managing students**

- Provide academic advising when needed
- Resolve academic issues with students, such as transfer requests, PLAR, and individual timetabling issues
- Facilitate student learning contracts and/or student behaviour contracts
- Manage student retention / success programs
- Work with faculty, staff, and the Registrar to manage student progress and success
- Collaborate with Student Success Advisors on managing students at risk
- Liaise with sponsors to facilitate student success
- Ensure the provision of student accommodations
- Facilitate student and faculty involvement in competitions with Team Assiniboine



**Managing quality**

- Lead the development of program reviews as per policy
- Manage program accreditation processes, and articulation/transfer requirements
- Make recommendations on admissions policy and calendar changes
- Lead course and program changes, seeking appropriate approvals
- Guide curriculum development and manage curriculum assets
- Approve course outlines as per college standards
- Contribute to Program Advisory Committee meeting support (PACs)
- Prepare proposals for new programs and program modifications

**Manage change**

- Develop and maintain operational plans for all programs
- Lead change, such as those associated with the academic plan and Indigenization strategy, and apply change management practices
- Lead new program development
- Develop and oversee program and course renewal
- Demonstrate project management and change management, using appropriate tools

**Managing finances**

- Supervise day to day financial operations
- Develop and oversee program budgets
- Collaborate with college leadership to
- create multi-year budgets, including capital budgets, as per operational plans
- Cultivate new business development including contract training, international, and cost-recovery activities
- Analyze financial reports and project revenue as required
- Demonstrate effective financial decision making
- Oversee budget expenditures
- Develop financial and program proposals for contract training
- Procure resources as per policy

**Manage student recruitment**

- Meet with potential students through information sessions and other means
- Provide academic advising when needed
- Participate in selection processes
- Schedule Spend-a-Day visits
- Participate in open house plans and activities
- Lead program information presentations
- Fulfill partnership agreements for community outreach
- Participate in college events
- Promote ACC and its programs
- Contribute to marketing literature
- Manage technical information on program pages

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## **COMPETENCIES**

### **PROFESSIONAL COMPETENCIES**

- Maintain membership in professional associations as required
- Actively cultivate professional networks in post-secondary community as well as occupational areas
- Attend workshops & conferences
- Update credentials as required
- Participate in college-identified training
- Gain operational knowledge of college systems (Colleague, Ad Astra, Shared Drive, Outlook)

### **PERSONAL COMPETENCIES**

- Demonstrate resiliency and confidence
- Practice entrepreneurship
- Lead others
- Use excellent communication skills (i.e. written, oral, technical)
- Manage own time and time of others
- Manage effective meetings
- Manage and resolve conflict
- Think critically and creatively
- Build positive relationships across the college and with/and among staff and students
- Demonstrate financial stewardship
- Prioritize tasks
- Collaborate with others
- Support colleagues
- Demonstrate Emotional Intelligence
- Make decisions and solve problems
- Be Passionate, Take Initiative, Deliver Results
- Be ethical
- Manage and lead change
- Manage directives
- Display a sense of humour

### **KNOWLEDGE COMPETENCIES**

- Extensive knowledge of Canadian post-secondary college trends, developments and directions.
- He/she will establish and maintain effective working relationships both within the college, and with contractors, consultants, and customers, the public and other personnel associated with private and public agencies.
- Outstanding interpersonal, communication, presentation, influencing and negotiation skills including the ability to develop and promote close and effective internal and external work relationships.
- He/she will have demonstrated high-level analytical skills together with the capacity to evaluate situations make decisions and consult with others to inform, facilitate and expedite decision-making.

- Ability to use the computer system designed for Assiniboine, including word processing and budget analysis, and is expected to be a leader in the application of technology to educational administration.
- Ability to work with college stakeholders to develop partnerships and negotiate contracts.
- Strong financial and budgetary skills.
- Analytical decision-making skills, flexibility and attention to detail.