



**Assiniboine
College**

PEOPLE MAKE IT HAPPEN.

Chairperson, Trades

Len Evans School of Trades & Technology

Full Time, Regular

Brandon, MB – North Hill Campus

Comp #129-24/25

Salary: \$108,349.80 to \$138,302.58 annually (\$57.48 to \$73.37)

Classification: Excluded

About Assiniboine:

For over 60 years, Assiniboine College has been providing exceptional learning experiences, while transforming lives and strengthening Manitoba through applied education and research. Our future success rests on our ability to develop a sustainable Thriving Workforce that is unified in moving forward for the benefit of the college and Manitoba. Our culture is built on our principles for continued success: Creativity, Collaboration, and Courage.

Position Overview:

Reporting to the Dean, the Chairperson 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 Chairperson works together with college departments, agencies, community leaders, and industry partners to ensure educational programming is of high quality; relevant and engaging. The chairperson provides leadership within a team environment that is always working towards providing our students with unparalleled experiences.

Key Responsibilities:

- ▶ Work with faculty and advisory committees to ensure existing program curricula are current and relevant, and learning experiences are exceptional.
- ▶ Provide academic leadership within the school, shaping the growth and development of assigned programs within the school, in accordance with AC's Academic Charter and Academic Strategy.
- ▶ Collaborate with extended proactive advising team (student success advisors, learning strategists, tutors, faculty) to implement the College's student success strategy. ; provide academic advising related transfer of credit, program requirements, and other academic matters.
- ▶ Working with college departments, faculty, industry partners and community leaders, complete annual program summaries and scheduled program reviews and academic quality assurance audits.
- ▶ Conduct regular program meetings and communicate outcomes to Dean.
- ▶ Determine and assign instructor workload and develop timetables.
- ▶ Collaborate with the Dean on researching and developing program proposals, including regular, contract, and continuing studies programming; implement, promote, coordinate and evaluate new program initiatives.
- ▶ Work with college departments to secure appropriate and safe facilities and equipment for program delivery.
- ▶ Work with the Dean to monitor financial statements and other performance data to measure effective, relevant provision of learning resources and other program needs.
- ▶ Collaborate with the Dean in budget planning.

Qualifications:

- ▶ Demonstrated excellence in leading a team in a relevant post-secondary environment or industry, with a solid understanding of program and curriculum development, assessment and evaluation, student advising and group facilitation.
- ▶ Practical and theoretical experience and competence in the discipline(s) that comprise the supervised programs.
- ▶ Knowledge contemporary models for and current best practices in adult education.
- ▶ Awareness of the day-to-day demands that faculty face and of the strategies and models for assisting faculty in managing these challenges.
- ▶ Experience preparing complex written documents; in analyzing/interpreting/implementing policies and procedures; in researching, preparing and compiling reports; in oral and written communication.
- ▶ Experience in preparing, monitoring and managing budgets.
- ▶ Cultural awareness and respect, and outstanding interpersonal, presentation, influencing and negotiation skills including the ability to develop and promote close and effective work environments and relationships, internally and externally.

This competition will remain open until the position is filled.

Discover full details about the position see the attached job description.

Why Join Us?

Working Together:

Be part of a collaborative and inclusive environment that values teamwork and positive employee relations. Together, we paddle collectively toward our mission.

Growing Together:

We invest in our employees' future through succession planning, forward-looking recruitment, and supportive development programs. At least 4% of payroll is dedicated to staff and professional development.

Forward Together:

As we navigate rapid technological changes, we prioritize resilience and wellness among our faculty and staff, helping them become the leaders Manitoba

Our Principles for Continued Success:

- ▶ Creativity: We foster an environment that supports and unleashes the creativity of our faculty and staff.
- ▶ Collaboration: Teamwork, purposeful connections, and community building are critical to achieving our collective potential.
- ▶ Courage: Our faculty and staff embrace their roles as community leaders, boldly taking risks to build a strong future for Manitoba



**Assiniboine
College**

PEOPLE MAKE IT HAPPEN.

Commitment to Diversity:

Assiniboine College is committed to creating a barrier-free environment that emphasizes the value of diversity and promotes full participation. We welcome applications from all qualified candidates who are legally entitled to work in Canada, including indigenous peoples, persons of all abilities, members of visible minorities, all genders, and sexual orientations.

How to Apply:

If you are interested in this career opportunity, please email your resume and cover letter with reference to this competition to careers@assiniboine.net. We thank all applicants for their interest; only those selected for further consideration will be contacted.

For accommodations or alternative formats, contact careers@assiniboine.net or 204 725 8729.

Assiniboine College is privileged to provide learning opportunities on the lands of the Dakota Oyate, Nakoda Oyate, Ininiwak, Nehethowak, Nehiyawak, Anishininewuk, Denesuline, Anishinaabeg, and the National Homeland of the Red River Métis.