



PEOPLE MAKE IT HAPPEN.

Director, Campus Development

Full Time, Regular
Competition #14-25/26
Brandon, Manitoba
Salary: \$135,305 – 172,647 annually
Classification: Excluded

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:

As Director, Campus Development, you will play a pivotal role in guiding Assiniboine College's growth and transformation. You will lead the development of all campus expansions, ensuring every step aligns with our commitment to collaborative decision-making and customer-focused solutions. In this dynamic position, you will define organizational requirements for new and expanded college facilities and oversee capital construction projects from concept through planning, approval, design, construction, and occupancy. Your leadership will be essential in developing and maintaining the Campus Master Plan, supporting our vision for a thriving, innovative learning environment.

Key Responsibilities:

- ▶ Define customer requirements. From the architectural programming stage, meet with customers and stakeholders to develop conceptual plans and scope project details.
- ▶ Select designers and consultants. Identify the need and lead the selection process for designers, consultants, and contractors when needed.
- ▶ Coordinates project approval process. Prepare project estimates and approval packages for submission to senior management, the Board of Governors and Provincial Government authorities as necessary to facilitate fiscal decision-making. Prepares requests for proposals for tenders for consulting and construction services and leads the selection process.
- ▶ Manages projects. Represents the College as the prime contact with architects, contractors and consultants. Coordinates all parties involved in the planning, design and construction process; preparation of tendering documents; project estimating and budgeting; cost controls and accounting; risk assessment and management; scheduling; monitoring and reporting on all phases of planning and construction and maintenance of project records and files; monitoring progress against schedule; issuing change orders; monitoring work quality control and adherence to drawings and specifications through periodic site visits; reviewing and approving all payment certificates; resolving claims and disputes; obtaining final reports and completion certificates; obtaining operational and procedures and ensuring commissioning is carried out successfully.
- ▶ Sustainable Construction Practices. Represent the College as a L.E.E.D. (Leadership in Energy and Environmental Design) specialist for building College facilities that comply with the Province's Green Building Policy.

Qualifications:

- ▶ Bachelor's Degree in Architecture, Civil/Structural Engineering, or a related field preferred; PMP certification an asset.
- ▶ Minimum 5 years of planning and construction experience, including 1 year in a supervisory role; or 9 years of progressive construction experience with at least 1 year of supervision; or equivalent education/experience.
- ▶ Strong knowledge of facilities planning, construction management, estimating, budgeting, and scheduling.
- ▶ Expertise in current construction costs, market trends, building codes, and contract law.
- ▶ Experience with sustainable construction practices (L.E.E.D., Manitoba Green Build).
- ▶ Ability to read and interpret plans and specifications as they relate to project progress.
- ▶ Excellent communication, interpersonal, and leadership skills.
- ▶ Strong organizational skills; able to prioritize and manage multiple tasks under pressure.
- ▶ Analytical, problem-solving, and adaptable to shifting priorities and timelines.
- ▶ Politically sensitive, persuasive, and motivating.

Why Join Us?

People Make it Happen at Assiniboine. Putting our faculty and staff front and centre has been critical to our advancement as a college. Our success rests on our ability to develop a sustainable and thriving workforce that is unified in moving forward for the benefit of the college and Manitoba. Our workforce thrives by:

- ▶ **Working Together:** Maintaining productive and positive employee relations in an inclusive, respectful environment that fosters collaboration and helps employees 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:

These are the conditions our employees believe will allow them to be their best. We are focused on nurturing a culture that enables these conditions to unlock the collective potential of our talented and caring people.

- ▶ **Creativity:** Our staff see possibilities. Future challenges and opportunities, both known and unknown, will require innovative approaches. Our environment must foster, support, and unleash the creativity of our faculty and staff to help Assiniboine realize its potential.
- ▶ **Collaboration:** Teamwork, purposeful connections, and community building are critical to enabling our college, faculty, staff, and students to achieve their potential.



**Assiniboine
College**

PEOPLE MAKE IT HAPPEN.

- **Courage:** Our faculty and staff embrace their roles as community leaders who must be bold and take risks to build a strong future that will enable Manitoba to realize its potential.

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:

Interested candidates are invited to submit their resume and cover letter, referencing this competition, to careers@assiniboine.net or mail Assiniboine College c/o Human Resources, 1430 Victoria Avenue East, Brandon, Manitoba, R7A 2A9.

We appreciate the interest of all applicants; however, only those selected for further consideration will be contacted.

For accommodation requests or to obtain information in an alternative format, please contact careers@assiniboine.net or call 204-725-8729.

This competition will remain open until the position is filled.

** Please view the attached job description for full details about this position. **