



**Assiniboine
College**

PEOPLE MAKE IT HAPPEN.

Chairperson, Education & Community Services

Health & Human Services
F/T, Term (May 25, 2026, to June 30, 2027)
Brandon, MB
Comp #74-25/26
Salary: \$111,347.08 to \$142,110.28 annually
Classification: Excluded Grade 9

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.

Reporting to the dean, the 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 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 dean during vacations or other extended absences.

Key Responsibilities:

- ▶ Lead the development, implementation, and evaluation of academic programs, including new initiatives and contract training.
- ▶ Ensure curriculum quality and relevance through collaboration with faculty, advisory committees, and industry partners.
- ▶ Provide academic leadership by mentoring faculty, supporting professional development, and fostering a collaborative, high-performing team environment.
- ▶ Oversee student success by supporting advising, resolving student concerns, monitoring progress, and contributing to recruitment and retention efforts.
- ▶ Manage program operations, including scheduling, workload assignment, enrolment monitoring, and reporting requirements.
- ▶ Build and maintain partnerships with industry, community stakeholders, and external organizations to support program growth and student opportunities.
- ▶ Contribute to strategic planning, budgeting, and resource management to ensure efficient and effective program delivery.
- ▶ Promote programs through marketing and outreach activities in collaboration with internal teams.



- ▶ Ensure compliance with institutional policies, accreditation standards, and safety requirements.
- ▶ Support the Dean and school leadership team in advancing institutional priorities, continuous improvement, and a culture of excellence.

Qualifications:

- ▶ Related post-secondary degree required (Master's preferred).
- ▶ Experience leading teams through organizational change, performance management, and culture development.
- ▶ Experience in program development, including research, collaboration with governing and instructional partners, accreditation, and planning.
- ▶ Post-secondary instructional experience preferred, including instructional design, best practices, and curriculum development.
- ▶ Experience in educational systems and/or social services work or programming preferred.
- ▶ Understanding of trauma-informed, harm-reduction, and culturally responsive practices, including work with Indigenous and diverse communities.
- ▶ Skills in policy interpretation, reporting, and effective communication.
- ▶ Analytical and decision-making skills using sound judgment and consultation.
- ▶ Ability to lead by example, maintain collegial relationships, and support faculty and staff.
- ▶ Reliable attendance and consistent performance

This competition will remain open until the position is filled.

Discover full details about the position in 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

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.