



Assiniboine College

POSITION DESCRIPTION

Position Title: **Chairperson, Business Victoria Ave. East Campus & DE** Division: **School of Business**
Classification: **Chairperson** Supervisor's Title: **Dean, School of Business**
Staff Year No.: Incumbent:

POSITION SUMMARY

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 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 chairperson 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 chairperson is also responsible for managing general administrative processes including budget preparation and monitoring, course/instructor evaluations, and academic student advising. The chairperson may provide coverage for the Dean during vacations or other extended absences.

RESPONSIBILITIES AND ACCOUNTABILITIES

Primary:

Program Responsibilities

- a. Within parameters established by the college and the Dean, research and develop program proposals.
- b. Implement, promote, deliver and evaluate new program initiatives including contract training programs.
- c. Work with faculty to ensure existing program curricula are current and relevant.
- d. Within established frameworks, complete annual program summaries and five-year program reviews.
- e. Monitor the effectiveness of the school's student advising program; advise students with complex issues related to transfer of credit and program requirements.
- f. Assist in the recruitment and retention of students.
- g. Address issues/problems which arise between students and faculty in the school.
- h. Schedule faculty to represent the college in a professional manner at functions/events/activities for current and prospective students.
- i. Assist with the establishment and implementation of articulation agreements.
- j. Determine and assign instructor workload and develop timetables.
- k. Evaluate student progress and review with faculty.
- l. Develop marketing strategies to promote courses and programs. This may require the production of brochures, development of material for the college website, and other advertising and promotional activities in conjunction with the college communications officer.
- m. Work with Director, Campus Services to secure appropriate facilities for program delivery.

Operational and Academic Leadership

Responsible for academic leadership within the school including shaping the growth and development of assigned programs within the school. In that role, a number of critical duties that relate directly to leadership of the instructional program include:

- a. Meet with program staff with respect to such matters as program excellence, course/program

RESPONSIBILITIES AND ACCOUNTABILITIES

- requirements, curriculum matters, and school academic policy.
- b. Manage the learning process and foster participative decision-making, team building, professional development, self-management and enhancement of program image.
- c. Guide, advise and mentor faculty.
- d. Lead in establishing and maintaining active and involved advisory committees through participation and liaison with industry and organizations.
- e. Monitor program enrolments, promote under-enrolled programs and approve/deny applicants.
- f. Monitor the workload of each faculty member within the department to ensure that all teaching obligations are met and contact hours fall within figures established in the collective agreement.
- g. Co-ordinate the development of timely and accurate information required for meeting internal and external reporting requirements of the school or the college. These include activities relating to meeting standards, institutional accreditation, as well as other reporting requirements that may exist in the future.
- h. Prepare reports (review, evaluation and future plans) in co-ordination with the faculty and program co-ordinators.
- i. In consultation with the school Dean, act as liaison, when appropriate, to other departments or external bodies with regard to matters of joint or mutual concern.
- j. Take an active role in faculty development.
- k. Analyze staffing needs with the Dean, and co-ordinate recruitment and selection of faculty conjunction with Human Resources staff. Serve on interview/selection panels (with or without the Dean) and selected panellists.
- l. Provide direct supervision to faculty including the orientation of new employees, staff development, performance evaluation, mentoring, counselling, conflict resolution, team building and promoting best practices.
- m. Provide support to the Dean in researching, writing and presenting proposals.
- n. Co-ordinate the development of Prior Learning Assessment and Recognition (PLAR) within related program areas, including student learning outcomes, assessment criteria, evaluation methods and assessment results.
- o. Ensure that overall safety measures and workplace safety education is provided for supervised staff; including evacuation planning, fire protection and safety orientation.
- p. Liaise with business and industry for the inclusion of students in practicum placements.
- q. Support the college's employment equity.

Financial and Physical Resources

The Chairperson provides leadership to maximize the efficient and effective use of financial and physical resources to achieve key strategic priorities of teaching and learning, student focus and community engagement.

- a. Participate in budget planning by evaluating previous and current year expenditures, projecting upcoming program needs, supporting the budget, and preparing a plan to ensure that budgets are sustainable.
- b. Manage and co-ordinate efficient financial activities within budget guidelines to fund operations and increase efficiency and manage variances.
- c. In conjunction with the Dean, review financial statements, activity reports, and other performance data to measure productivity and goal achievement and to determine areas needing program improvement.
- d. Manage/promote contract training projects as assigned by the Dean.

Secondary:

- a. Be familiar with all relevant college and school policies and procedures, whether they are academic, human resources or administrative, so as to properly administer such policies and procedures.
- b. Conduct regular faculty meetings and communicate outcomes to Dean.

KEY RELATIONSHIPS (attach relevant organizational chart(s))

Staff Positions Directly Supervised Approximately 20 full-time and 20 part-time instructors

Staff Positions Indirectly Supervised 3 administrative
staff

Other Key Relationships:

- The Chairperson's performance review will be conducted by the dean and will include information provided through consultation with faculty, staff and others.
- As a representative of the college, the chairperson represents the college in a positive manner with the public, potential students, potential employers for students, businesses, government officials and agencies, both in-province and out-of-province.
- The chairperson works within a number of teams throughout the college and is expected to work cooperatively to achieve the mission and goals of the program, the school and the college.

KNOWLEDGE, SKILLS, ABILITIES, OTHER

The Chairperson shall have:

- Must have related degree (Masters preferred or underway)
- Demonstrated excellence in instruction in a post-secondary environment including program and curriculum development, assessment and evaluation, student advising and group facilitation.
- Extensive demonstrated competence and experience in the field(s), disciplines(s) that comprise the programs within the school.
- Creativity, innovativeness and a perspective for leadership in the development of the faculty and students.

Knowledge of trends, contemporary models for and 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.

Skills in instructional design, teaching methodologies, counselling and advising, preparing complex written documents; in analyzing/interpreting/implementing policies and procedures; in researching, preparing and compiling reports; in oral and written communication; in making presentations to a variety of audiences.

Ability to successfully handle challenging situations in a professional manner; to establish and maintain effective working relationships within the college and with external agencies and partners; to meet attendance requirements with dependability and consistency. Outstanding interpersonal, communication, presentation, influencing and negotiation skills including the ability to develop and promote close and effective work environments and relationships, internally and externally. 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. The ability to develop and maintain rapport with peers, administrators and academic associates; to lead by example and earn the respect of school staff, and to demonstrate leadership and teamwork abilities.

OTHER COMMENTS

Working closely with the Dean, the chairperson is an integral member of the school team. He or she must demonstrate a commitment to the values and distinctive profile of AC, in particular - professional excellence, ethical practice and personal integrity, diversity, equity, sustainability and collaborative effort.

The chairperson must have strong communication skills, must display cultural awareness and be able to communicate with a wide variety of people including media and dignitaries, school and college staff, using tact and diplomacy.

The chairperson will work independently within a team environment to meet the goals of the department and the college. Responsibilities require the exercise of independent judgment and expertise. The chairperson must be adaptable, accept criticism as an opportunity to grow, learn continuously, self-assess/self-evaluate, maintain work/life balance and manage time proficiently.

Employee's Signature

Date

Supervisor's Signature

Date