



**Assiniboine
College**

PEOPLE MAKE IT HAPPEN.

Academic Chairperson, Media, Office, and Technology

Excluded, Competition #52-26/27
Brandon, MB

Salary Range: \$114,702.38 - \$146,389.10

THE OPPORTUNITY

This is an exciting time for Assiniboine College and the Peters School of Business. As demand for business, office, creative media, and technology professionals continues to grow, we are expanding programs, strengthening industry partnerships, and creating innovative learning opportunities for students across Manitoba.

Reporting to the Dean, the Academic Chairperson, Media, Office and Technology Programs provides leadership for a portfolio of evolving programs. This role supports excellence in teaching and learning, leads faculty and staff, and ensures programs remain responsive to industry needs through collaboration with employers, community organizations, and government partners.

We are seeking a collaborative and forward-thinking leader who is passionate about education and student success. The Academic Chairperson will oversee program planning, quality improvement, and innovation while fostering a culture of accountability, inclusion, and student-centered learning across classroom, hybrid, and community-based environments.

The ideal candidate brings leadership experience in creative media, technology, and/or office education, with strengths in team leadership, change management, program development, strategic planning, and stakeholder engagement. Knowledge of industry trends and program requirements is essential. Occasional travel within Manitoba may be required.

RESPONSIBILITIES & ACCOUNTABILITIES

- ▶ Provide day-to-day academic and operational leadership for assigned programs and contract training programs, ensuring program vitality, academic integrity, and high-quality teaching and learning experiences.
- ▶ Lead, mentor, and support faculty and staff by providing guidance on teaching and learning, professional practice, academic policies, cultural responsiveness, and performance development. Oversee faculty hiring, onboarding, workload planning, succession planning, and performance management.
- ▶ Manage program operations including enrolment, scheduling, staffing, and work-integrated learning opportunities, resource allocation, equipment inventories, and adherence to health and safety requirements.
- ▶ Foster student success by collaborating with faculty, Student Success Advisors, Indigenous Affairs, sponsors, and community partners to support student retention, progression, accommodations, and achievement.

- ▶ Lead program review, curriculum renewal, and continuous quality improvement initiatives to ensure programs remain current, responsive, and aligned with regulatory, industry, and community needs.
- ▶ Champion Indigenization and decolonization by working collaboratively with Elders, Knowledge Keepers, Indigenous communities, and partners to incorporate Indigenous worldviews, pedagogies, and perspectives into curriculum and program delivery.
- ▶ Build and maintain effective partnerships with First Nation communities, Indigenous organizations, industry, regulatory bodies, and community partners to support program delivery, student success, and workforce development.
- ▶ Lead change initiatives, program development, and program renewal activities in support of the Peters School of Business operational and strategic planning priorities along with the College's academic plan.
- ▶ Oversee program budgets and day-to-day financial operations, ensuring responsible stewardship of resources while supporting contract training, cost-recovery activities, and new partnership opportunities.
- ▶ Support student recruitment and program promotion through information sessions, community outreach, academic advising, partnership activities, and participation in College events.
- ▶ Collaborate with the Dean and College service departments to ensure the effective use of facilities, technology, and resources that enhance teaching, learning, and student engagement.

KNOWLEDGE, SKILLS & ABILITIES

- ▶ Exceptional interpersonal, communication, relationship-building, and conflict-resolution skills, with the ability to collaborate effectively with faculty, students, Indigenous partners, healthcare organizations, and community partners.
- ▶ Demonstrated leadership experience in education and/or a related post-secondary environment, including program management, operational planning, budgeting, and team leadership.
- ▶ Background in office administration, creative media, network administration or other technology experience.
- ▶ Commitment to reconciliation and a demonstrated understanding of Indigenous ways of knowing, being, and doing, including experience working respectfully with First Nation communities, Indigenous organizations, Elders, and Knowledge Keepers.
- ▶ Knowledge of Canadian post-secondary education trends and a commitment to student-centered, inclusive, and culturally responsive teaching and learning practices.
- ▶ Strong analytical, organizational, project management, and decision-making skills, with the ability to lead change, manage competing priorities, and achieve results in a dynamic environment.

This competition will remain open until the position is filled.

To discover full details about the position, please visit our careers website and view the Job Description.

ABOUT ASSINIBOINE COLLEGE

We have been providing exceptional learning experience for more than 60 years. We are proud to be a truly provincial institution, serving learners throughout the province with five permanent campuses in Brandon, Winnipeg, Dauphin and Portage, and dozens of rural rotating and community-based training sites through the province each year.

For staff and students alike, Assiniboine offers unparalleled learning environments and responds well to the demands and requirements of the Manitoba labour market. Here, instructors follow the philosophy of 'learn by doing,' combining theory with hands-on learning inside classrooms, labs, kitchens, shops, fields and the college's Sustainable Greenhouse. We are an accredited college with the Province of Manitoba.

Assiniboine College provides exceptional learning experiences to more than 3,700 full-time and 6,000 part-time students annually. The college offers more than 75 certificate, diploma, post-graduate diploma, and apprenticeship programs across a wide range of disciplines, including business, agriculture and environment, health and human services, trades and technology, and culinary arts and hospitality. With campuses in Brandon, Dauphin, Winnipeg, and Portage la Prairie, as well as community-based delivery throughout Manitoba, Assiniboine is committed to meeting the province's evolving workforce needs.

Assiniboine graduates achieve outstanding outcomes. Nine months after graduation, 96% of graduates seeking employment have found work, 86% are employed in careers related to their field of study, and 96% remain in Manitoba. Recent graduates earn an average gross annual salary of \$54,500, reflecting the college's strong focus on hands-on, industry-responsive education.

ABOUT THE PETERS SCHOOL OF BUSINESS

The School of Business prepares learners for rewarding careers in today's evolving business environment through innovative, practical, and industry-responsive education. Programs emphasize applied learning, critical thinking, leadership development, communication skills, and technological proficiency.

The School works closely with employers, industry leaders, and community partners to ensure graduates possess the knowledge, skills, and competencies required to meet workforce demands. Through hands-on learning opportunities, industry projects, and experiential education, students gain the practical experience necessary to succeed in a competitive and changing marketplace.

Committed to innovation and continuous improvement, the School of Business supports learner success while contributing to economic and workforce development throughout MB.



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.

TO APPLY

This competition will remain open until the position is filled. We thank you for your interest. Those selected for further consideration will be contacted. If you are interested in this career opportunity, please forward your resume and cover letter to:

**Assiniboine College
c/o Human Resources
1430 Victoria Avenue East, Brandon, Manitoba R7A 2A9
careers@assiniboine.net**

Assiniboine Community College is committed to ensuring that its policies, practices, and systems are free of barriers, emphasize the value of diversity, and promote full participation to ensure dignity, respect, and equal access for all employees. Requests for accommodations can be made at any point during the recruitment process by contacting 204.725.8729 or humanresources@assiniboine.net.

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.