SIMON FRASER UNIVERSITY

ADMINISTRATIVE & PROFESSIONAL

JOB DESCRIPTION

Position Title: Associate Director, Centre for Dialogue
Department: Morris J. Wosk, Centre for Dialogue
Reports to: Executive Director, Centre for Dialogue

POSITION SUMMARY

Reporting to the Executive Director of the Morris J. Wosk Centre for Dialogue, the Associate Director is a member of the Centre’s executive team and is responsible for leading and overseeing the Centre’s administrative processes, business processes and infrastructure. The Associate Director is responsible for: aligning overall activities to the Centre’s strategic plan and organizational goals, overseeing the development and implementation of effective and efficient business procedures, infrastructure, data collection and reporting across the Centre, operationalizing, overseeing and evaluating the partnership with SFU Meeting, Events and Conference Services (MECS) and SFU Vancouver on managing the Morris J. Wosk Centre for Dialogue building and its business practices, engaging in a collaborative relationship with faculty, administrators and students for faculty and student initiatives, providing overall budget planning and forecasting including advice on the complex financial infrastructure of the Centre’s social enterprise and external funding, providing advice and guidance in the application of University personnel policies and collective agreements for administrative and union matters, working with senior university administration to develop new university and Centre policies and procedures for the Centre’s unique infrastructure and overseeing the planning and successful production of high-profile events and conferences.

DUTIES AND RESPONSIBILITIES

1. Oversees the development and implementation of effective and efficient business procedures, infrastructure, data collection and reporting across the Centre by:
   - Working directly with senior university administrators to develop new university and Centre policies and procedures for the Centre’s unique infrastructure.
   - Operationalizing and evaluating the partnership with SFU Meeting, Events and Conference Services (MECS) and SFU Vancouver on managing the Morris J. Wosk Centre for Dialogue building and its business practices.
   - Developing procedures, policies and reports to build and analyze the partnership, and the goals of the Centre to animate the space with dialogue and engagement programming and activities.
   - Ensuring space resources are efficiently met for staff, faculty and project staff.
   - Working with the Program Director to facilitate cross-functional teamwork to achieve Centre goals and meet the needs of the Centre’s partners and clients.

2. Ensures fiscal responsibility and best practices related to finances and budgeting for the overall budget planning and forecasting for the Centre by:
   - Providing an internal control function ensuring that all University-required procedures for financial and administrative resources, records and accountability are being met.
   - Providing advice and implementation of processes and procedures for the complex financial infrastructure of the Centre’s social enterprise and external funding.
   - Examining fee-for-service agreements which are complex in nature and working with senior university administrators to analyze risk including clauses such as confidentiality, intellectual property and indemnification.
   - Developing financial reports required by the university executive for funding i.e.: strategic initiative funds, core funding, external funding etc. and ensures all reporting requirements are met.
   - Overseeing the development of fiscal metrics and benchmarks to continually improve processes and services through evaluation, adaption and innovation.

3. As a member of the Centre’s executive team, aligns overall activities to the Centre’s strategic plan and organizational goals by:
   - Writing and drafting reports for the university executive on the Centre’s overall activities, highlights and achievements.
   - Overseeing the Centre’s strategic initiative to support greater involvement of faculty and students in Centre activities.
   - Builds and strengthening linkages between academics and the community.
   - Developing faculty and student programming, dialogues and outreach.
   - Engaging in a collaborative relationship with faculty, administrators and students.
4. Oversees the planning and successful production of high-profile events and conferences and ensures that adequate planning, processes and support services are in place so that event objectives are achieved by:
   • Collaborating directly with various internal partners, external partners, including donors, to execute major events and conferences.
   • Developing and evaluating opportunities to enhance Centre branding and messaging for student, alumni, faculty, staff and community engagement and experience.
   • Developing event strategies to connect event attendees with the Centre and foster stronger relationships and potentially further advancement and goals.
   • Directing and overseeing the development of standardized event strategies, policies, procedures and systems for the development, production and evaluation of events produced by the Centre.
   • Directing the design of event collateral and program elements to enhance the engagement for event invitees and attendees.
   • Overseeing, developing and evaluating event marketing and invitation strategies and materials to encourage event participation.

5. Oversees the Centre’s human resources portfolio working within multiple collective agreements and the BC Employments Standards Act for other non-continuing staff by:
   • Developing policies and procedures for other non-continuing staff and providing advice to senior level executives and staff on employment standards, salary scales and benefits in comparison to employment market and internal Centre standards; referring to knowledge of current and emerging salary and benefit trends.
   • Supervising professional and clerical staff; allocating special projects and overseeing priorities; hiring staff and providing or directing the provision of training; determining development requirements; approving leaves of absence; maintaining job descriptions; evaluating performance and initiating action; providing a motivating, supporting and rewarding work environment for staff while ensuring high quality of Centre services and activities.
   • Advising the Executive Director on the interpretation and assignment of Faculty appointments and processes; working in conjunction with Faculty Relations to develop new Faculty related policies for the unique structure of the Centre and the Semester in Dialogue.

IMPACT OF DECISION MAKING

The Associate Director, Centre for Dialogue is responsible for making decisions regarding:
   • Operationalization of the Centre’s strategic direction, core services and continuous improvement.
   • The development of student recruitment, retention, and enrolment management strategies for the Semester in Dialogue.

RELATIONSHIPS

Establishes and maintains relationships and alliances. Maintains effective communication. Shares information and readily determines to whom to go for relevant information. Seeks assistance and feedback in the problem solving process. Partners with others to achieve expectations.

Supervisory
Supervises staff by providing guidance and mentorship, ensuring the appropriateness and currency of job responsibilities, initiating recruitment for temporary and continuing staff, hiring staff, providing or directing the provision of training and development, evaluating performance, approving leaves of absence, and responding to grievances.

Primary Working Relationships
Internal Connections/External Connections – Collaborates with senior academic administrators, faculty, students, external stakeholders, donors in the decision-making process as outcomes may impact Centre policies, procedures and programming. Works with SFU Meeting, Events and Conference Services (MECS) and SFU Vancouver, works with the Program Director and works directly with senior university administrators to develop new university and Centre policies and procedures for the Centre’s unique infrastructure.

QUALIFICATIONS

Initial Effective Date:
Latest Revision Date:
Masters’ degree in related field or an equivalent combination of education, training and experience with five years of related experience in administration, operations, budget management, human resource management, event management and student/faculty engagement

- Excellent communication skills (both oral and written).
- Excellent organizational, time management and conflict management/resolution skills.
- Excellent budget analysis, planning and fiscal management skills.
- Excellent supervisory, coaching, team management, mentorship and human resource management skills.
- Ability to demonstrate a commitment to faculty and student engagement and build partnerships with faculties.
- Ability to maintain strict confidentiality, exercise initiative, diplomacy and discretionary judgment.