Invites applications for the following position(s):

COMPETITION NUMBER: 516
Administrative and Professional Staff (APSA)
Temporary Position
ASSOCIATE DIRECTOR, LEADERSHIP AND COMMUNITY BUILDING, GRADE 10
LEADERSHIP AND COMMUNITY BUILDING PROGRAMS – LIFELONG LEARNING
POSITION NUMBER: 118178

POSITION OUTLINE:
Reporting to the Program Director, Leadership and Community Building Programs, the Associate Director will work with the Program Director to grow the Program area’s suite of innovative adult education offerings that promote community and leadership capacity and engagement. The Associate Director is responsible and accountable for the initiation, development, management, marketing, coordination, administration, and evaluation of online and face-to-face programming that strengthens community-building efforts to effect positive societal change. The Associate Director, working collaboratively with the Program Director, will be involved in strategic planning, market research, and generating ideas for new markets and programs that align with the program area’s priorities, goals, and objectives. The incumbent will take the lead, working in collaboration with program advisors, subject matter experts, and the Leadership and Community Building Programs team, on conceptualizing, planning, designing, and delivering new revenue generating courses and programs. The incumbent will also develop and manage strategic and feasible community engagement initiatives that build community capacity for groups underrepresented in the University. The incumbent is responsible for the overall management and growth of programs, including instructor development and student recruitment, program logistics and administration, and preparing and managing budgets and financial plans. The incumbent will build strong, collaborative partnerships and collegiate relationships with partners and stakeholders, including University faculty and department representatives, professional associations, governments, other post-secondary institutions, businesses, and community groups. The Associate Director also serves as Acting Program Director in the Program Director’s absence. Please note: This position is located at Harbour Centre, 515 West Hastings Street, Vancouver, BC.

QUALIFICATIONS:
- Master’s degree in a related discipline and four years of experience, which includes experience conceptualizing, planning, designing, and initiating discipline-related curriculum; or an equivalent combination of education, experience, and training.
- Demonstrated knowledge of the curricular areas.
- Excellent leadership and educational innovation skills.
- Excellent organizational, administrative, and supervisory skills.
- Excellent interpersonal and communication skills (both oral and written).
- Excellent consultative, leadership, decision-making, conflict resolution, and problem-solving skills.
- Demonstrated skills in areas of marketing, financial and human resources management, strategic planning, business development, relationship-building, and program and curriculum planning.
- Ability to successfully develop adult education programming related to building community and leadership capacity, community engagement, and promoting human rights and equity.
- Demonstrated ability to implement strategies that promote diversity, inclusion, and equity.
- Demonstrated ability to manage a team in the planning and implementation of courses and programs.
- Demonstrated ability to develop and maintain effective collaborative partnerships and collegial relationships with partners and stakeholders, including University faculty and department representatives; community groups; and government, professional, and industry representatives.
- Ability to work collaboratively and consensually in an academic shared governance environment.
- Ability to work in a fast-paced environment exercising mature judgment.

SALARY RANGE: $68,423 to $81,710 per annum
START DATE: ASAP
POSITION END DATE: June 30, 2018

Please note: This position is located at Harbour Centre, 515 West Hastings Street, Vancouver, BC.

A detailed resume and cover letter quoting Competition #516 must be received in our office by 4:30 pm on September 5, 2017, addressed to the attention of Francesca Turrell, Human Resources Advisor. Please follow the application instructions at: http://www.sfu.ca/hr/prospective_employees/HowToApply.html.

We thank all applicants for their interest; however, only those selected for interviews will be contacted.

The University is committed to the principle of equity in employment
A more detailed job description may be obtained at www.sfu.ca/jobpostings