Invites applications for the following position (s):

COMPETITION NUMBER: 532

Administrative and Professional Staff (APSA)

Continuing Position

PROGRAM DIRECTOR, GRADE 12

CONTINUING STUDIES – ENGLISH LANGUAGE AND CULTURE PROGRAM

POSITION NUMBER: 96485

POSITION OUTLINE:
Reporting to the Dean, Lifelong Learning, the Program Director, English Language and Culture Program (ELC), is responsible for developing the strategic plan, goals, and objectives for this non-credit revenue generating program area, including the regular full-time program, open enrolment short-term programs, and customized study abroad programs for international clients and post-secondary partners. The incumbent works collaboratively with the Program Coordinators, administrative support staff, and instructors to provide strategic leadership in conceptualizing and planning new innovative English language, culture and communication programs and courses for domestic and international participants and partners, and to enhance existing ELC programs and courses that anticipate future trends and support Lifelong Learning’s strategic plans and SFU’s vision, particularly the University’s International Engagement Strategy.

The Director oversees the Program Coordinators, administrative support staff, and non-credit instructors in the design, development, implementation, marketing, management, delivery and evaluation of new and existing ELC programs, curricula, and joint programming initiatives with partners both within and outside the University.

The Director provides leadership to senior representatives across the University, in regards to the development and delivery of English as an additional language programming and the enhancement of international student supports and services across campus. The incumbent builds mutually beneficial partnerships such as articulated student pathway agreements with other British Columbian post-secondary institutions working in the international sphere; negotiates partnership agreements with international universities and colleges to provide an English language and culture study abroad experience for their students; and participates on university-wide and Lifelong Learning committees to provide expertise and information, including English as an Additional Language curriculum design, development, and delivery.

The incumbent develops and directs the program area budget (approximately $2M), develops performance metrics, and oversees the development of marketing and communications plans and strategies for the program area, in collaboration with the Director, Marketing & Communications. The Program Director oversees the program’s international student recruitment strategy, directing resources towards new, emerging markets while maintaining a strong presence in ongoing productive markets.

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

QUALIFICATIONS:
- Master’s degree in a relevant field with 8 years of related experience, including experience in strategic planning, non-credit revenue generating curriculum, course, and program development/management at the post-secondary level in an international context, and budget and human resources management, or an equivalent combination of education, training, and experience.
- Excellent knowledge of the design, development, and delivery of curriculum.
- Excellent strategic planning, curriculum, course, and program planning skills.
- Excellent budget and human resources management skills.
- Excellent organizational, interpersonal, cross-cultural, and communication (verbal and written) skills.
- Excellent decision-making, conflict resolution, and problem-solving skills.
- Excellent leadership and supervisory skills.
- Ability to mentor and develop staff.
- Ability to develop, evaluate, and measure program performance metrics.
- Ability to work collaboratively, and to develop and maintain partnerships and collegial relationships in the workplace, community, and with professional associations and industry representatives.
SALARY RANGE: $79,529 to $94,968 per annum
START DATE: ASAP

A detailed resume and cover letter quoting Competition #532 must be received in our office by 4:30 pm on September 18, 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