

Chair, School of Management

George Brown College, St. James Campus

At George Brown College, we have established a reputation for equipping our students with the skills, industry experience and credentials to pursue the careers of their choice. As employees, we are committed to creating an enriching learning community for our students, delivering excellence in what we do, holding ourselves accountable for our work and demonstrating diversity and respect for one another. George Brown College equips students with the skills, industry experience, and credentials to pursue their career goals. With three campuses in downtown Toronto, the college offers a wide array of programs, including certificates, diplomas, graduate certificates, apprenticeships, and degrees.

Reporting to the Dean, Centre for Business, the Chair, School of Management, is accountable for providing academic and administrative leadership, supervision and direction to faculty, staff and students in the School of Management. Working with key constituents the Chair provides leadership to the School's academic planning process, curriculum planning, development and delivery, program review and implementation of changes ensuring that the programs are aligned to meet student and industry needs as well as the College's key business drivers.

Responsibilities:

The Chair, School of Management works closely with the Divisional Management team to provide leadership to the Division's business planning process and be instrumental in the Division attaining its overall vision as articulated by the Dean.

- Provides academic leadership and direction to the School of Management staff in the development, delivery and evaluation of courses and programs offered.
- Implements initiatives established by the College and government authorities as they relate to the School including College strategic plans, and requirements of the Ministry of Advanced Education and Skills Development.
- Establishes and maintains positive, ongoing relationships with appropriate industry and business representatives, advisory committee members, professional associations and alumni.
- Supervises all full and part time Faculty and Coordinators for the School of Management as well as support staff assigned to the school.
- Develops and negotiates articulation agreements with outside stakeholders with the support of the College.
- Identifies, develops, and negotiates opportunities with the support of the Dean that may include other sources of revenue.
- Coordinates with the Continuous Learning to ensure consistency of programs and courses.
- Works with the Dean, Academic Director and other internal stakeholders to develop marketing initiatives and strategic alliances with external partners.
- Develops recommendations for enrolment targets and budget, monitors and directs the activity for the School and reports on activity to the Dean.

- Responsible for the effective use of School human, physical and financial resources; works collaboratively to establish work plans and timelines for strategic projects, operational projects and administration of activities of non-full-time staff.
- Recruits, hires and supervises all full and non-full-time faculty for all programs in the School of Management.
- Responsible for overall program development, planning and implementation and provides academic leadership for new curriculum for the School of Management.
- Conducts first level investigations and initiates the problem-solving process of disputes including faculty, staff and students using College policies and procedures.
- Works with faculty to manage relationships with industry partners and professional associations e.g. PMP, CIFFA, CMC and provides leadership in the organization of meetings and the development of a work plan for the Program Advisory Committee, as well as other meetings with Ministry representatives and professional association representatives.
- Other related duties as assigned.

Qualifications:

- Master's Degree from a recognized post-secondary institution; Doctorate degree preferred. Administrative experience with management responsibility including project/operational management, organizational development, budget and human resources functions e.g. hiring and termination, and time management.
- Minimum seven years' senior level management experience in a Business discipline with demonstrated success in leading and managing within a large, complex organization, with preference for experience in a post-secondary environment.
- Knowledge of one or more of the sectors in the School of Management is required as well as strong project management change management skills.
- Effective leadership, management, coaching and team building skills.
- Experience in adult education and group facilitation and or education is required.
- Problem-solving, conflict resolution and negotiation skills as well as proven ability to build effective and respectful working relationships are essential.
- Excellent judgment, discretion and ability to maintain confidentiality.
- Proficiency with Microsoft Office applications and workplace technology.
- Prior experience working in a unionized environment.
- Ability to establish alliances in related occupational communities and foster a collegial, collaborative environment.
- Travel between campuses.
- Demonstrated leadership in delivering excellent service to others as this is key in supporting the success of our students and our College.
- Strong collaboration and teamwork skills.
- Effective ability to interact with others and deal with situations in ways that respect diverse backgrounds, experience and styles.
- Flexibility in adapting to change and in participating in consultative decision-making processes.

Compensation:

- Salary Range: \$93,253 - \$124,337
- Comprehensive Benefits and an excellent Pension plan.

George Brown College is dedicated to employment equity and encourages applications from people of all genders, persons with disabilities, racial/visible minorities and indigenous peoples. George Brown College is committed to accommodating applicants with disabilities throughout the hiring process, in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). The Human Resources representative responsible for the recruitment for this position will work with applicants requesting accommodation at any stage of the hiring process. For information on George Brown College, please visit www.georgebrown.ca.

Please contact:

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