

Sheridan

Associate Dean, Special Funded Programs

Faculty/Department: Associate Dean, Special Funded Programs	Employee Group: Administrative
Campus: Davis (May be assigned activities at any Sheridan campus)	Payband: NO
Reference #: 19/A/09	Hiring Range: \$122,995 - \$130,682
Application Deadline: Open until filled.	Salary Range: \$122,995 - \$153,744

Reporting to the Director, Continuing & Professional Studies, the Associate Dean, Special Funded Programs provides leadership and direction for several special funded programs and related processes including: i) Academic Upgrading; ii) Immigration, Refugees and Citizenship Canada; iii), School College Work Initiative; and iv) School Within a College dual credit programs. The Associate Dean is accountable for stewardship over the funded programs to meet learning and contractual requirements of students, funding agencies, and the community. He/she identifies partnerships and programming opportunities and functions as an effective conduit with community and government stakeholders. The incumbent manages the department to ensure that programs meet the requirements of funders, and operates within the funding budgetary envelope.

Specific Responsibilities

- Participating in the development, implementation and leadership of the Departmental strategic plan;
- Developing and implementing operational plans for program enrollments, in line with funding agreements;
- Ensuring the development and implementation of new courses, programs and/or delivery strategies and the review of programs/ courses;
- Taking a lead role in the response to funding announcements and calls for proposals, completion of funding applications, or coordinating internal institutional initiatives, in line with organizational priorities;
- Preparing funding proposals and applications including identifying information required, coordinating key stakeholders and facilitating discussion and problem-solving to achieve project solutions;
- Developing, implementing and evaluating academic policies, procedures and practices that align with those of the College;
- Amending and maintaining proposals and budgets that accurately articulate and resource proposed projects;
- Considering new funding requests and advocating for additional resources from funders as appropriate;
- Allocating and negotiating for the provision of teaching, learning and service;
- Contributing to the financial well-being of the College by providing input into financial planning and budget development;
- Ensuring the effective use and allocation of resources for the Department, including reallocation when appropriate;
- Recommending and developing policies and procedures that ensure the efficient and effective operation of the special funded programs;
- Managing the enrolment planning function for the department;
- Managing the support functions for faculty and students, providing daily direction and support;
- Ensuring operational goals and objectives are met by effectively recruiting, selecting, developing, motivating and evaluating faculty and support staff. Also, encouraging and promoting the professional and personal development of faculty and staff;
- Fostering a team approach to customer service and problem solving;
- Ensuring a safe working environment as required by College's Health and Safety guidelines;
- Monitoring external environments and determining new market opportunities and appropriate program and service strategies;
- Contributing to Ministry and other government, industry, and professional bodies to support goals
- Leading and participating on various internal and external committees;
- Performing other related duties as assigned.

Qualifications

The successful candidate must possess a Master's degree (PhD preferred) in Business, Education or related discipline with a minimum of five years of experience in the area of government/special funding, including significant progressive leadership, preferably at the postsecondary level (or an equivalent combination of relevant education and experience). Registration as a Regulated Health Professional preferred. The successful candidate will have experience in proposal development as well as experience with government, educational projects and funding bodies. The incumbent will have a sound understanding of the challenges involved in the provision of relevant postsecondary education. Experience in financial budgeting, management, analysis and reporting with a customer service orientation is essential. Knowledge of, and experience in, curriculum development and design is preferred. Excellent leadership, relationship building, team-building, communications, interpersonal, organizational, project and change management skills as well as the ability to handle multiple tasks and responsibilities is required. The successful candidate will be self-directed, forward thinking and have a broad understanding of cultural diversity and needs of special populations. The incumbent will have experience working with a diverse group of stakeholders and have effective verbal and written communication skills, including professional presentation skills.

Please apply online: <https://careers-sheridancollege.icims.com>