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ADMINISTRATION POSITION OPPORTUNITY

Job Title: Associate Dean, Corporate Training Solutions (CTS)

Division/Department: Education & Training Solutions

Reporting To: Dean, Education & Training Solutions

Salary: To be determined

Competition #: 2019-021

Status: Full-time

Campus: North

POSITION SUMMARY:

Under the general direction of the Dean, Education and Training Solutions, the Associate Dean, Corporate Training Solutions (CTS), leads the college in the delivery of a coordinated and effective strategy to support and link external organizations to corporate training solutions and other Humber initiatives. The incumbent leads a centralized CTS team and provides expert advice and assistance to academic faculties/departments to provide innovative solutions incorporating customized content and delivery options in all modalities to meet clients' workplace specific learning/training needs. The Associate Dean, working with a cross-college advisory committee, is responsible for establishing college corporate training processes, revenue targets, marketing initiatives and service excellence standards to ensure consistent quality delivery from across the institution.

The Associate Dean, CTS conducts needs assessments, recommends training solutions, writes proposals, facilitates implementation of appropriate learning initiatives, and reviews current training programs to ensure alignment with company/client goals. The Associate Dean, CTS will also provide leadership, oversight and guidance to the Account Manager(s). The incumbent is also responsible for supporting and monitoring CTS facilitators to ensure that program content is consistently delivered in an effective manner in order to meet the demands of clients.

In collaboration with the Dean, the Associate Dean works with Humber's senior leadership on the development and implementation of innovative initiatives in support of Humber's strategic plan. S/he builds strategic targeted relationships with internal and external key stakeholders to meet objectives. The incumbent develops comprehensive partnerships with local, national and international private and public sector organizations to provide Humber's full range of services and enhances relationships and connections to Humber i.e. corporate training, continuing education, work placements, graduate hiring, research, advancement etc.

QUALIFICATIONS:

The successful candidate will have a Bachelors Degree in Business or a related field, coupled with knowledge of learning and development, marketing, sales, administration, human resources, financial and computing skills plus a professional designation in Human Resources, Finance, Accounting, Learning and Development. A Masters Degree is preferred. The incumbent will have a minimum of nine years experience in training and development, curriculum design, marketing, public speaking, budgeting and human resources management.

Training and development experience includes: experience providing training and development to adult learners in the workplace; understanding of adult education principles and experiential learning concepts & processes; an awareness of innovative technology and its application within a learning environment;



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experience conducting in-depth needs assessments; experience in developing innovative solutions to strategic opportunities, challenges and problems; experience in proposal writing to private and public sector organizations; knowledge and learned experience in the areas of instructional design, learning technologies and curriculum development; CRM experience; knowledge of training and development trends and, the challenges facing private and public sector organizations; and Experience in presenting to senior executives.

Human resources, finance, operations, and marketing experience includes: demonstrated responsible administrative or leadership experience at the community college level for purposes of developing and managing budgets, administration of policies and procedures and management of human resources; consensus-building skills; ability to promote excellent working relationships with both academic and non-academic staff and demonstrated ability in conflict resolution; excellent listening skills, verbal and written communication skills and an ability to communicate and negotiate with people is essential; computer literacy essential; experience with software to support teaching, research and administrative activities; and demonstrated advocacy for the professions associated with the portfolio and awareness of the professional landscape locally, nationally and internationally.

***We thank all applicants for their interest in this position. Only applicants selected for an interview will be contacted.**

Humber College is committed to a workforce that reflects the diversity of our students and our city. We actively seek qualified individuals from equity seeking groups with demonstrated skills and knowledge to deal with all aspects of equity, diversity and inclusion in a post-secondary environment. Humber College is committed to accommodating applicants with disabilities throughout the hiring process, in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Our Recruitment Coordinators will work with applicants requesting accommodations at any stage of the hiring process. This document is available in alternate formats upon request.

OPEN DATE: February 5, 2019

CLOSE DATE: February 19, 2019

**All candidates are asked to submit a cover letter and resume to HR Services by applying online at:
<http://www.humber.ca/careers>**