

**Program Manager (FBT 41437)**

**Faculty of Business, Information Technology and Part-time Studies**

**Location:** London

**Employment Group**: Admin

**Type of Position:** Full-time

**Hours:** 37.5 hours per week

**Salary Range:** $85,529 – $106,911

**Closing Date:** July 12, 2024

**Working at Fanshawe College**

Fanshawe College is committed to the principles of hybrid work and may offer this option to employees whose work can be performed in an alternate location, without adverse impact to the operations of the College, inclusive of our Student and Staff experience. Confirmation of hybrid work options available to you will be clarified upon hire and may be subject to change based on the duties required of your position. Successful candidates will be required to perform work within Ontario and must be available to work on campus, as required.

**Note:**This is a full-time Administrative position (37.5 hours per week).  
 **Duties:**The Program Manager, reporting to the Dean, Faculty of Business, Information Technology and Part-time Studies, is accountable for identifying, developing, marketing, staffing, supporting and evaluating a number of courses, programs and services offered by the Faculty of Business, Information Technology and Part-time Studies. The Program Manager is responsible for the effective operation and delivery of courses/programs within the Faculty by working closely with the Dean, Associate Deans, program coordinators, professors and support staff within the School as well as other College employees and external stakeholders and partners.

**QUALIFICATIONS**

* Post-secondary 3-year diploma/degree in Business or Commerce
* Master’s degree in a related field and/or B.Ed. or M.Ed. is an asset
* Minimum 7 years’ experience in an academic setting and/or business experience in marketing, sales, corporate communications
* An equivalent combination of education and/or experience may be considered; preference will be given to applicants meeting the education requirements
* Related experience within an academic setting including post-secondary teaching and curriculum development and design
* Demonstrated marketing ability with excellent problem-solving, negotiation and communication skills
* Demonstrated administrative background including budget responsibilities and supervisory responsibilities
* Must have excellent interpersonal and organization skills, computer skills
* Project/operational management, leadership and supervisory skills
* Ability to foster a team-based approach to operational planning and problem-solving

**While transcripts are not required for the interview, they are mandatory prior to any offer of employment.**

**How to Apply:**

For more information and how to apply, please visit the Fanshawe College website at: <https://jobs.fanshawec.ca/>

We thank all applicants for their interest; however, only those chosen for an interview will be acknowledged.

**Fanshawe College is an equal opportunity employer.  We are committed to equity, value diversity, and welcome applicants from diverse backgrounds.**

**Fanshawe College provides accommodation to job applicants with disabilities throughout the hiring process. If a job applicant requires an accommodation during the application process or through the selection process, the hiring manager and the Recruitment Coordinator leading the recruitment will work with the applicant to meet the job applicant's accommodation needs.**