



Algoma University is committed to undoing systemic and institutional discrimination and being publicly transparent and accountable. Diversity, equity, and inclusion are fundamental to our Special Mission. In keeping with the Seven Grandfather teachings that are the core values that inform our decisions as an institution, we are committed to creating a welcoming, inclusive, respectful, and safe environment where everyone belongs. We live these values through the strength and richness that diversity brings to our workforce and welcome contributors from equity-deserving groups including: Indigenous Peoples, Black and racialized persons, women, Persons with Disabilities, 2 Spirit, Lesbian, Gay, Bisexual, Transgender, and Queer persons.

Job Title: Director of Professional and Continuing Education (PACE)
Administration

Position Status: Permanent, Full Time
Non-Union

Department: Professional and Continuing Education (PACE)

Supervision Received: Associate Vice-President Academic and Continuing Education

Supervision Exercised: Manager PACE Operations
Program Manager Community & Partner Learning
Program Manager Professional Development
Program Manager Workforce and Skills Development

Location: Greater Toronto Area, ON

of Positions: 1

PRIMARY FUNCTIONS:

A.	Strategic Planning and Administration	50%
B.	Student Related Responsibilities	20%
C.	Financial and Budgetary Management	20%
D.	Other Duties	10%
TOTAL		100%



Reporting to the Associate Vice-President Academic and Continuing Education (AVP-ACE), the Director of PACE at Algoma University will be responsible for overseeing all aspects of our continuing education initiatives, including strategic planning, development, coordination, and management of a variety of non-credit continuing education programs, including micro-credentials, post graduate continuing education certificates, Prior Learning Assessment & Recognition (PLAR) (in collaboration with the Registrar) and English as a Second Language (ESL), budget management, marketing, and staff supervision

The incumbent will be focused on business and educational excellence, and will work with relevant internal and external stakeholders to ensure that the University's continuing education programs maintain and enhance the reputation of the University, are fiscally sustainable, accessible, innovative, relevant, and responsive to community demand.

RESPONSIBILITIES:

A. Strategic Planning and Administration (50%)

- Develops a long-term, multi-year, multi-campus strategic/business plan that shapes the future of PACE's operations, including future expansion of facilities and spaces; identifies project opportunities that integrate Indigenization, decolonization, and reconciliation into program and project development.
- Develop objectives, goals, and Key Performance Indicators (KPI-s), in consultation with the AVP-ACE, the Director, Professional and Continuing Education (PACE), Director, International Partnerships, Development and Innovation and the Director, Unity Centre of Excellence to ensure efficient, collaborative and effective PACE, Unity Centre of Excellence and Centre of Project Management operations
- Manages the project workload of a decentralized team of staff, students, and stakeholders across multiple campuses
- Strategically analyzes and addresses issues and initiatives and provides timely advice to the AVP-ACE.
- Actively participates in providing leadership, planning, and administrative decision-making for PACE, including its strategic priorities.
- Champions the tenets of Algoma University's Special Mission, as well as the Institution's commitment to honouring Indigenous stories and the Truth and Reconciliation Commission's Calls to Action
- Collaboratively facilitates the planning and integration of projects created by or affiliated with PACE within the context of a comprehensive and evidence-based approach to research (including applied research) at the community level



- Develops, coordinates, and maintains policies, standards, guidelines, and best practices as related to projects and tasks associated with the PACE division
- Work collaboratively with the Registrar's Office, Student Success & Wellbeing, and Recruitment & Strategic Enrolment departments on scheduling and student records (e.g. transcripts) specific to PACE programming
- Respond expeditiously to developments and changes under the portfolio and communicate appropriate information to the AVP-ACE, lifelong learners, administrative colleagues, industry-trained instructors, and staff within appropriate timelines
- Represents PACE at events, in relation to lifelong learners, programming, teaching, learning, recruitment, enrolment, graduation and all related matters
- Provide supervision, support, and career development for direct support staff reports
- Lead, manage, and/or support specific institutional issues, priorities, and special projects, as assigned by the AVP-ACE and in consultation with the Director, Centre of Project Management, Director, International Partnerships, Development and Innovation and the Director, Unity Centre of Excellence
- Responsible for planning, coordinating, and implementing of various events to promote the University's PACE division within the community, working collaboratively and cross-departmentally to ensure the event plans are reflective of the goals of PACE and University
- Work with the communications department to develop and implement an annual publicity and marketing plan to produce class schedules, brochures, web pages, social media, news releases and advertisements.

B. Student/Learner Related Responsibilities (20%)

- Provides leadership in ensuring that the university maintains a clear focus on lifelong learners, optimal learning, programming excellence, and community engagement
- Through relevant feedback, tracks, reviews, monitors and makes recommendations around the wide range of services and current initiatives necessary for promoting excellence in lifelong learner experience in the areas of programming, learner services and overall student experience
- Assesses, in consultation with the AVP-ACE, when to seek external counsel to manage lifelong learner, community, and institutional/reputational risk associated with lifelong learner conduct cases, particularly concerning areas where allegations and outcomes intersect with University legal obligations (i.e., Ontario Human Rights Code, Sexual Violence and Harassment Action Plan)



Act).

- Ensures that the intake, investigation, and reporting of complaints are appropriately reviewed in accordance with related policies and the University's commitments to equity, access, and success
- Provides guidance to resolve issues that may arise through the course of an investigation undertaken by staff, industry-trained instructors or advisors
- Ensures that all related procedures align with principles of inclusion, and standards of procedural fairness and requirements as outlined in various legislation.

C. Financial and Budgetary Management (20%)

- Oversees the management of human, financial, and material resources
- Manages the PACE budget strategically and transparently to advance the mission in a manner that sustains the confidence and support of industry-trained instructors, staff, and lifelong learners
- Ensures that resources are managed fairly, efficiently and sustainably, with relevant accountability mechanisms in place facilitating start-up support
- Works closely with analysts developing financial strategy in keeping with overall financial strategy, allocation of budgets within the University in a transparent manner
- Identifies available funding opportunities, including provincial and federal Government grants; drafts proposals and completes applications for grants and other funds.

D. Other Duties (10%)

- Other Duties as assigned

WORKING CONDITIONS:

Physical Effort

Minimal:

Sitting (extended periods), walking (minimal), lifting (15lbs),



keyboarding (considerable time).

Physical Environment

Minimal:

Minimal exposure to unpleasant/disagreeable conditions. Irregular hours of work. Minimal exposure to noise, and odours.

Sensory Attention

Moderate:

Attention to detail, multi-tasking, high-paced and deadline-driven.

Mental Stress

Moderate:

Work activities are performed with occasional exposure to one or more mental pressures but the stress would not be noticeably disruptive to the work nor result in unpleasant reactions (e.g., normal deadlines, client interactions, repetitive work). There may be multiple simultaneous deadlines. Flexibility is needed to work across different time zones and out of hours as needed.

MINIMUM QUALIFICATIONS

- Master's degree in Business, Education or a related field, or a combination of a Bachelor's degree and significant experience running a business or continuing education facility.
- Minimum five (5) years experience with any combination of skills as an educator, leader, and/or business operations in a post-secondary institution setting and progressively responsible administrative management experience, preferably in a university or college environment.
- Passion for supporting lifelong learning pathways for learners and strengths in creativity, innovation, and partnership.
- Experience in a leadership position with significant managerial accountability for programs with international students including International education student services, student engagement and retention.
- Team building, consultative leadership and conflict management and project management experience is preferred.
- Strong knowledge of, and/or willingness to learn, Immigration, Refugees and Citizenship Canada rules, regulations, procedures and programs as they relate to international students.
- Experience supporting strategic initiatives and developing and implementing business plans
- Experience liaising with senior administrators across multiple sites, and handling



- matters of a complex and sensitive nature
- Ability to work and communicate effectively with people of diverse backgrounds, styles and abilities
 - Creativity, innovative approach to problem-solving, and a high degree of energy are all considered assets
 - Demonstrates individual and collective responsibility for the planning, monitoring and implementation of a Strategic Plan. Committed to achieving the objectives in a Strategic Plan and is accountable to the Administration for the purpose and approach taken departmentally, interdepartmentally and institutionally in pursuit of these objectives
 - Sensitivity to confidential matters and taking appropriate measures to ensure integrity is mandatory
 - Proficient in, or willingness to learn, Google Suite
 - Ability to work independently and collaboratively, set priorities, strong attention to detail, identify contentious issues, exercise good judgment, use discretion and ensure appropriate action is taken when required

Salary Scale: \$115,683 to \$144,603 annually

**Please submit a resume and cover letter (combined PDF) to
talent.acquisition@algomau.ca no later than 4:00 p.m. on May 14, 2024.**

Algoma University is strongly committed to fostering diversity and inclusivity within our community and is an equal-opportunity employer. The university invites and encourages applications from all qualified individuals who would contribute to the further diversification of our Institution, including equity-deserving groups that are traditionally underrepresented in employment (Indigenous peoples, racialized persons, women, persons with disabilities, and 2SLGBTQQIPA+ persons).

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, upon request, accommodation will be provided by Algoma University throughout the recruitment, selection, and/or assessment process to applicants with disabilities.