



*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.*

<b>Job Title:</b>	<b>Director, Business Transformation (EDI &amp; Student Life)</b> <i>Administration</i>
<b>Position Status:</b>	Permanent, Full Time <i>Non-Union</i>
<b>Department:</b>	Business Transformation Office
<b>Supervision Received:</b>	Chief Business Transformation Officer
<b>Supervision Exercised:</b>	N/A
<b>Location:</b>	Sault Ste Marie, ON or Brampton, ON
<b>Number of Positions:</b>	1

#### PRIMARY FUNCTIONS:

A.	Strategic Project Management	35%
B.	Strategy Development & Implementation	35%
C.	Cross Functional Collaboration	20%
D.	Other Duties	10%
<b>TOTAL</b>		<b>100%</b>

The Director of Business Transformation oversees transformative projects aimed at improving the student experience, focusing on initiatives such as Equity, Diversity, and Inclusion (EDI), as well as Indigenous strategy at the university. This position plays a critical role in enhancing student retention, engagement, and overall success at the institution. This position involves



developing and implementing comprehensive strategies and initiatives to support students throughout their academic journey and ensure they achieve their educational goals.

## RESPONSIBILITIES:

### A. Strategic Project Management 35%

- Oversee projects aimed at enhancing student life, including facilities improvements, service enhancements, and new program development.
- Ensure projects are delivered on time, within scope, and on budget.
- Oversee and guide change management initiatives within the operational frameworks, ensuring effective adaptation and seamless integration of new practices and systems. Cultivate a dynamic organizational culture that is resilient and responsive to evolving challenges and circumstances.
- Provide transparent reporting on project statuses and outcomes. Communicate effectively with university leadership and the broader campus community about changes and impacts.

### B. Strategy Development & Implementation 35%

- Support the development and implementation of strategic initiatives aimed at improving student retention, persistence, and graduation rates.
- Build partnerships with faculty, staff, and administrators to foster a culture of student success.
- Establish collaborations with external organizations, community partners, and alumni to support student engagement and career readiness.
- Utilize data analytics and student success metrics to identify trends, challenges, and opportunities for improvement.
- Conduct regular assessments of student outcomes and program effectiveness.
- Collaborate with academic departments, student affairs, and other relevant stakeholders to align strategies with institutional goals.
- Support the coordination of and enhancement capital development and operational initiatives focused on supporting students.
- Support the development and implementation of proactive retention strategies, such as early alert systems, academic interventions, and student success workshops. Monitor student progress and intervene as needed to address barriers to success.
- Collaborate with communities, faculty, and staff to incorporate a student focused perspective into the university's educational and cultural fabric.



- Develop strategic plans and operational frameworks to achieve diversity, equity, and inclusion goals.
- Monitor progress toward goals and objectives, adjusting strategies as needed to ensure alignment with university priorities and values.
- Support the integration of Equity, Diversity, and Inclusion principles into campus life.
- Develop and implement comprehensive strategies to promote an inclusive culture that supports all students, with particular attention to underrepresented groups.
- Collaborate with key stakeholders across departments to ensure EDI principles are embedded in policies, programs, and initiatives.
- Monitor and assess the effectiveness of EDI initiatives, making recommendations for continuous improvement.

**C. Cross Functional Collaboration 20%**

- Build and maintain relationships with student groups, faculty, and external community organizations to align efforts and gather input on student experience improvements.
- Develop and nurture collaborative partnerships with various stakeholders, including student groups, faculty members, and external community organizations.
- Ensure alignment of stakeholder efforts with the university's objectives in enhancing the student experience through ongoing communication and collaboration.
- Proactively seek input and feedback from stakeholders to understand their perspectives and insights regarding student experience improvements.
- Serve as a liaison between stakeholders and the university, facilitating constructive dialogue and fostering a supportive environment for shared goals and initiatives.
- Serve as a liaison with Algoma University Students' Union (AUSU), supporting project tracking, progression and any problem solving needs.
- Advocate for stakeholder interests and perspectives within the university's decision-making processes, ensuring inclusivity and representation.
- Promote engagement initiatives and opportunities for stakeholders to contribute to and participate in initiatives related to student experience enhancements.
- Monitor stakeholder engagement activities and outcomes, providing regular reports and updates to inform decision-making and continuous improvement efforts.

**D. Other Duties 10%**

- Other Duties as Assigned

WORKING CONDITIONS:



**Physical Effort**

*Moderate*

Work activities require moderate periods of physical effort, requiring a variety of muscle movements with frequent requirements for speed and coordination.

**Physical Environment**

*Moderate*

Moderate exposure to unpleasant/disagreeable conditions.

**Sensory Attention**

*Considerable*

Work requires a frequent need to concentrate on a variety of sensory inputs for a lengthy duration requiring diligence and attention (repairing equipment).

**Mental Stress**

*Considerable*

Work activities are performed in an environment with frequent exposure to mental pressures conditions where mental stress may be noticeable.

**MINIMUM QUALIFICATIONS**

- Masters or Advanced degree in Project Management, Business Management, EDI or any relevant program, with a minimum of (5) five years of experience in managing student life programs and IEDI initiatives in a higher education environment, or an equivalent combination of skills and experience is required.
- Strong project management skills and experience.
- Project Management Certification is required
- Excellent interpersonal and communication skills, with a focus on community engagement and collaboration.
- Professional certification in change management
- Strong analytical skills and experience in data-driven decision making
- Knowledge of the principles of LEAN methodology would be an asset
- Demonstrated ability to:
  - collaborate effectively with all levels of management, staff and university administration;
  - collect, organize and analyze data;
  - present complex material orally and in writing;
  - establish cooperative working relationships with persons contacted in the course of performing assigned duties;
  - effectively work with a culturally, linguistically, and ethnically diverse faculty, staff, and student groups.



- Strong organizational skills and attention to detail.
- Commitment to understanding Algoma University's Special Mission and The Seven Grandfather Teachings

**Salary Scale:     \$118,576 to \$148,219 annually**

**To apply for this position please submit a resume and cover letter [HERE](#) no later than 4:00 p.m. on August 9, 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.