



## IDENTIFICATION

Department	Position Title	
Aurora College	Vice President, Student Affairs	
Position Number(s)	Community(s)	Division/Region(s)
91-13582	Fort Smith	Student Services Division

## PURPOSE OF THE POSITION

The Vice President, Student Affairs is responsible for the overall leadership and management of the Student Affairs Division, its staff, and activities college wide. Particular emphasis is placed on ensuring a comprehensive array of student-centered, culturally appropriate program and service supports are accessible throughout each campus to address the physical, emotional, mental and spiritual needs of Aurora College learners. For many students these supports play an integral role in academic success so are viewed as critical elements in the overall programs and services provided by the College. The Vice President, Student Affairs establishes short and long term plans for the Division that flow from Aurora College strategic plans and creates processes and procedures for the on-going monitoring, evaluation and renewal of all services to ensure that they meet student needs.

The incumbent contributes to the development of the College Capital Plan and oversees all of the College's facilities and capital assets, ensuring that these assets are well managed and maintained thereby promoting an environment conducive to adult learning as well as student and staff confidence and safety.

Aurora College uses a multi-campus delivery model and the Vice President ensures that this model is fully embraced at all levels of the Division. Where necessary, the Vice President ensures relationships are established with stakeholders and partners to enhance college-based program and service supports.

The Vice President fosters an environment that supports the mission, values, goals, and policies of Aurora College and the GNWT as a whole, is consistent with adult education principles, and is respectful of the many cultures of the peoples and communities of the Northwest Territories. The position is governed by: Aurora College, Bylaws, Policies and Procedures, and Code of Ethics; the Aurora College Act, Education Act, and related legislation, regulations, policies and guidelines; UNW Collective Agreement; Federal and

Territorial Human Rights Legislation, and Workers Safety and Compensation Commissions (WSCC) Legislation and Guidelines.

## **SCOPE**

The Vice President, Student Affairs reports directly to the President as one of 6 members of the Senior Management Committee and collaborates regularly with the Vice President, Education & Training; Vice President, Community & Extensions; Director of Finance/CFO; and the Director, Aurora Research Institute.

The Vice President, Student Affairs provides leadership, direction, and support to the three Directors at Aurora, Thebacha and Yellowknife North Slave campuses; the Registrar; and an Executive Assistant, and indirectly to 54 full-time staff, 6 part-time staff and several students, Elders, casual employees and contractors who provide a full range of student programs and support services; admissions; registration; tutoring; counselling; wellness; residence; family and recreation activities; security; and custodial services. The three campuses annually provide program and service supports to approximately 1192 Full Time Equivalent students and maintain 265 student housing units consisting of 108 single units and 157 Family units.

The Vice President, Student Affairs is responsible for the College's Emergency Response Plan (ERP) including Fire Drill procedures and Occupational Health and Safety (OH&S) initiatives and procedures. As well, the Vice President, leads and manages risk management, policy, and legislation as it relates to the Division.

The Vice President, Student Affairs is responsible for an annual budget of \$9.5 Million which includes all salaries and O&M.

The Vice President, Student Affairs may be required to act on behalf of the President.

The impact of this position is significant. The Student Affairs Division, under the Vice President's leadership, has impact on students' reasons for choosing and remaining at Aurora College; the admissions and registration of students; the rate of student success; the quality of experience for students and their families; the availability and adequacy of accommodation; the infrastructure and maintenance of capital assets; the safety and wellbeing of all students and employees; the College's potential for growth and continued credibility; the availability of qualified northerners to assume positions in the private, public and not-for-profit sectors and the overall reputation of Aurora College and its many partner organizations.

## **RESPONSIBILITIES**

### **Leadership and Management**

Establishes a creative and collaborative vision for the Division that flows from the Aurora College Strategic Plan with direction from the President and demonstrates a student centered programs and services approach for the benefit of all students.

Works with the President, senior colleagues, directors, staff and students to develop immediate and long range strategic plans to guide the growth and direction of the Division;

to establish priority issues for action; and to provide a planning framework for Directors and the Registrar.

Ensures that the on-going development of the Student Affairs Division within the multi campus delivery model is effective and successful; implements team building communication processes among staff to create a single team from all three campuses; and actively seeks constructive input from staff on how to capture and build on the synergies of the three campuses.

Leads and is responsible for managing and ensuring the development and up-to-date college-wide Emergency Response Plan (ERP) including Fire Drill procedures and Occupational Health and Safety (OH&S) procedures and initiatives.

Leads and is responsible for risk management, policy and legislation as it relates to the Division and to all campus facilities, students, staff and faculty.

Directs and oversees the Office of the Registrar and ensures the accuracy and integrity of all student records and information and student academic transcripts and parchments.

Directs and ensures the College's processes for admissions and registration meet national CAPLA standards, partner institution criteria, and are in accordance with territorial legislation

Establishes procedures and processes for the leadership, direction, and supervision of all admissions and records functions, enrollment management, student activities, counseling, student financial assistance, articulation, transfer services, recruitment, international students, scholarships and student programs and services including development and support services at campus locations and Community Learning Centres.

Establishes a culture of evaluation within the Division for all program and service areas and creates an evaluation calendar to map out evaluation procedures and requirements; ensures each project and service program has built-in evaluation benchmarks; draws on a variety of evaluation procedures including the active solicitation of student and staff feedback to measure effectiveness; ensures data received through such processes is included in program renewal and/or provided to the President for further discussion.

Develops, monitors and maintains an effective enrollment management process and procedures.

Seeks and nurtures, wherever necessary, partnerships with key stakeholders such as Aboriginal Organizations, community governments, agencies and groups to augment supports and services available to Aurora College students and their families.

Establishes and implements a process for on-going review and development of policies specific to the Student Affairs Division. Collaborates with the Manager, Policy Development and Institutional Research regarding the development and revision of policies relevant to the Division.

Demonstrates a commitment to on-going personal and professional development. Remains abreast of evolving thinking in the field of adult learning and student supports and actively pursues opportunities for professional growth. Cultivates a culture of personal and professional development among all staff.

### **Human Resources**

Encourages the development of leadership skills and knowledge in all staff and in particular the Registrar, Directors and Managers through mentoring and on site supports.

Develops a divisional training plan to map out training requirements of all staff as well as developmental/beneficial training. Such a plan will have a budget and will be revisited regularly.

Determines staffing requirements for student success programs and service delivery based on existing plans and budgets and in consultation with appropriate staff.

Ensures all aspects of the recruitment process are carried out according to GNWT and Aurora College policy. Ensures all staff are fully oriented to the College and their positions, and where necessary, to their community.

Implements a performance management process for all staff which includes monitoring the performance of staff on an on-going basis and the completion of annual performance reviews. Coaches and mentors staff as appropriate to improve performance.

Ensures appropriate and consistent action is taken to discipline staff when necessary using the progressive discipline model. Seeks assistance from GNWT Human Resources to enforce discipline and from the President's Office in the event of dismissal.

Establishes and maintains a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations.

### **Student Support Programs and Services**

Ensures the development and delivery of student support programs and services that aid students in their success and that are sensitivity governed by the time and place on campus where certain supports are provided.

Uses a variety of means, verbal and visual, to ensure all students are fully aware of the rights, responsibilities, and bylaws, policies and appeals processes which govern student life.

Ensures the implementation and enforcement of all bylaws, policies and procedures is carried out in a consistent manner across all campus locations.

Ensures effective and efficient management of student housing including and through: ongoing monitoring and maintenance, notification and enforcement of OH&S rules and regulations, overseeing housing applications and evictions, eviction appeals and enforcing established bylaws, policies and procedures.

Supports the development of active and functioning student associations at each campus.

Ensures calendars of student activities are developed at each campus and, to the greatest extent possible, activities are family oriented.

Supports and is responsible for the development of campus-based committees such as a Convocation Committee, OH&S Committee, Student Events Committee, etc. at each campus.

### **Financial**

Assumes overall accountability for ensuring the salary and O&M budgets of the Student Affairs Division, are closely monitored through monthly analysis with staff and the Director of Finance/CFO. Takes corrective action as required to meet budget targets. Ensures the Director at each campus and the Registrar act responsibly for his/her budget.

Directs, in consultation with the Senior Management Committee, preparation of the capital budget for the College as a whole. Budgets must be realistic and ensure effective and appropriate allocation of financial resources to meet needs.

Works closely with GNWT Public Works staff regarding the maintenance and renovations of all College buildings and assets.

### **Policy Development**

Establishes and implements a process for reviewing existing policies and developing new policies for the Division; collaborates with the Manager, Policy Development and Institutional Research on policy review and development; ensures the policy development process benefits from research into other jurisdictions and significant vetting and input from faculty, staff and, as appropriate, students.

Ensures all required staff and students fully understand existing and new policies.

### **Communication and Information**

Ensures staff is made aware of the College Strategic Plan, College Bylaws, Policies and Procedures, relevant government policies, as well as other directives from the College Board of Governors and the President's Office.

Creates communication plans to ensure faculty and staff receive important information in a timely manner. Devises appropriate communication means, verbal and visual, where the Student Affairs Division projects cross over other departments and divisions of the College.

Leads and ensures the development and distribution of all Student Affairs publications and Calendars such as the annual student Academic Calendar, the annual Bursary and Scholarship Brochure, all campus Student Affairs Orientation Brochures, the annual Student Planner, the Convocation Programs, etc.

Establishes and maintains relationships important to the Division by meeting regularly with stakeholders and partners, including, but not limited to, Aboriginal organizations, regional and community leadership, federal and territorial government departments, partners in education, business and industry.

Works with the Manager, Communications & College Relations, on student recruitment initiatives, marketing and promotion materials, and internal and external communication campaigns.

When asked by the President, represents the College at meetings, symposiums, workshops, community functions, and Aboriginal and First Nations functions.

Provides reports and briefing notes for the President, Board of Governors, and Department of Education, Culture and Employment as required.

Maintains a high profile within the College community, including the 3 campuses, campus communities, government departments, colleges and universities, etc.

### **KNOWLEDGE, SKILLS AND ABILITIES**

The Vice President, Student Affairs requires a combination of knowledge and successful experience in the following areas:

- Knowledge of the social, political and cultural environment as it effects adult learning in the Northwest Territories, along with Aboriginal Identity, Aboriginal Self-Government and community empowerment initiatives;
- Knowledge of leadership, motivational theory and effective practices; team building, relationship building with faculty, staff and students; success in a multi-layered organization; networking;
- Knowledge and ability to effectively manage risk management and legal matters relating to campus facilities, students, faculty, and staff and specifically students residing in housing;
- Knowledge and ability to implement innovation and change within a division;
- Knowledge of organizational behavior and design;
- Knowledge of effective Human Resource practices and the ability to mentor and evaluate;
- Knowledge of the organization and structure of colleges; post-secondary systems, program development and planning;
- Successful development of working partnerships;
- Knowledge of property management and the administration of educational facilities and student housing;
- Knowledge of financial administration, generally accepted accounting principles and budget preparation, as well as, the ability to monitor variances and implement required budgetary controls and/or corrective action;
- Knowledge of needs assessment; analysis of regional and national educational and labour market trends;
- Ability to negotiate and attract third party investment to expand program and service delivery;

- Knowledge of strategic planning; short and long term planning;
- Ability to manage tight time deadlines and multiple priorities;
- Knowledge of principles of adult learning, theory, best practices and instructional strategies;
- Knowledge of cross-cultural situations and the nature of isolated and northern communities;
- Knowledge of proposal development; project implementation, management, and evaluation and report writing;
- Effective verbal, listening and written skills to communicate with diverse, cross-cultural groups, chair meetings, make presentations, mediate, influence and persuade;
- Knowledge of Microsoft Office, e-mail, Internet, and basic office equipment.

**Typically, the above qualifications would be attained by:**

- Completion of a graduate degree in the social sciences (Education, Political Science, Business Administration)

**AND**

Five years' experience in the following five areas:

- Successful management and administration of program and service development and delivery;
- Extensive knowledge of post-secondary Education and a post-secondary environment;
- Extensive knowledge of working with Northern Aboriginal peoples and communities;
- Extensive knowledge of working with students, their families and Elders,
- Extensive knowledge of Risk Management and Emergency Response Plans.

**An asset**

- Knowledge and experience working in the area of student services in a post-secondary environment;
- Knowledge of property management and maintenance;
- Knowledge of the Office of the Registrar in a post-secondary institution.

**WORKING CONDITIONS**

(Working Conditions identify the ***unusual and unavoidable***, externally imposed conditions under which the work must be performed and which create hardship for the incumbent.)

**Physical Demands**

The area of student supports is both varied and significant. This position requires a high degree of energy to deal with the range of issues and travel to the three campuses.

**Environmental Conditions**

Travel by road (and winter roads) or by small aircraft to the three campuses or smaller communities for meetings or committee work can occur at any time of year. When travelling to communities, the incumbent must be prepared to live and work in a variety of conditions for short periods.

### **Sensory Demands**

The incumbent must spend long hours in intense concentration of both a technical and an interpersonal nature. The incumbent must be especially adept at listening to and understanding others from a variety of cultural backgrounds. The incumbent must also spend long hours on the computer which requires a great deal of attention to detail.

### **Mental Demands**

The incumbent often faces simultaneous, competing demands and must be able to set priorities in an ever changing environment. This may be particularly important when dealing with student and staff situations and incidences that are often emotional and stressful. Sensitivity and tact and an understanding of student, staff and community dynamics are constantly required. The incumbent deals with crisis situations and is responsible for enforcing protocols for staff and student safety and behaviour, balancing and resolving student-staff, student-student, and student-community conflicts.

Issues related to student suspension and discipline can be emotionally charged and, at times, politically sensitive. This can be a source of stress and fatigue.

### **ADDITIONAL REQUIREMENTS**

#### **Position Security (check one)**

- ☐ No criminal records check required
- ☒ **Position of Trust – criminal records check required**
- ☐ Highly sensitive position – requires verification of identity and a criminal records check