IDENTIFICATION

Department	Position Title	
Aurora College	Chair, School of Business and Leadership	

Position Number(s)	Community(s)	Division/Region(s)
91- 7328	Inuvik	Education and Training Division

PURPOSE OF THE POSITION

The Chair, School of Business and Leadership is responsible for the overall academic and philosophical leadership and management of the School of Business and Leadership and its faculty College-wide with particular emphasis on maintaining academic excellence and integrity in the School. The Chair assists in building partnerships and associations within Aurora College and with other Colleges and Universities in order to produce successful learners qualified to go on to further post-secondary programs or seek meaningful employment. The Chair 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 established Aurora College Policy and Procedures, Code of Ethics and Business and Corporate Plans; the Aurora College Act; the Education Act; GNWT legislation, regulations, policies and guidelines; and Collective Agreements.

SCOPE

The Chair, School of Business and Leadership reports to the Vice President, Education and Training on all academic matters concerning the School of Business and Leadership and, in support of learner success, works closely with other College staff including: Manager, Program Development & Evaluation; Manager, Communications and College Relations; the Director, Student Services; Vice President, Community & Extensions; Registrar and Librarian.

Aurora College uses a multi-campus delivery model. The Chair is responsible for ensuring the School fully embraces programs, staff and students at all three campuses.

The Chair oversees the following programs in the School of Business and Leadership, College-wide: the 140 day Community Office Procedures Program (COPP); the 1 year Office Administration Certificate Program (OACP); the 2-year Office Administration

Diploma Program (OADP); the 1-year Business Administration Certificate Program (BACP) and the 2-year Business Administration Diploma Program (BADP) with transferability to the University of Lethbridge and in partnership with professional organizations.

The COPP is intended for off-campus delivery and can be provided upon request from a community. The Office Administration Certificate and Diploma Programs and the Business Administration Certificate and Diploma Programs can be delivered at all 3 campuses. The Chair facilitates community-based delivery in collaboration with the appropriate campus and regional staff and the VP, Community and Extensions.

The School of Business and Leadership faculty in the Aurora College COPP, Office Administration certificate and Diploma Programs and the Business Administration Certificate and Diploma Programs is currently comprised of 9 full-time and approximately 12 part-time staff reporting directly and indirectly to the Chair. In addition, there are sessional instructors reporting to the Chair academically, some through the Program Heads of Business Administration and Office Administration and some through the Senior Instructor of Business Administration. An important and on-going feature of the School of Business and Leadership programs is its cadre of part time students. The student enrollment, on average, is 50 full-time students and 55 part-time students.

The Chair, School of Business and Leadership is responsible for a budget of approximately $1 million annually, which includes O&M, staff and programs.

The School of Business and Leadership under the Chair's direction has significant impact on: the delivery of credible programing to maintain transfer agreements and academic partnerships; the confidence of employers in the field; the availability of northerners qualified to assume positions within the private, public and not-for-profit sectors and the credibility of Aurora College and its partner organizations.

RESPONSIBILITIES

1. **Ensures the on-going development of the School of Business and Leadership within the multi-campus delivery model is timely, effective and successful.**
   - Ensures staff are fully conversant on the purpose and accountabilities of a multi-campus model.
   - Implements team building activities and procedures to create a single team from all three campuses and institutes communication processes among staff to enhance both team collaboration and program development.
   - Actively seeks constructive input from staff on how to capture and build on the synergies of the three campuses.
   - Works closely with the Vice President, Education and Training to ensure the multi-campus model evolves in the best interests of all learners and the college as a whole.

2. **Provides overall academic leadership for programs within the School of Business and Leadership.**
   - Develops and directs delivery of the programs assigned to faculty in the School of Business and Leadership.

- Ensures that the School of Business and Leadership programs meet territorial and nationally accepted standards and are relevant and appropriate for delivery in the NWT.
- Develops annual and long-term program plans and strategies for the School with benchmarks for review.
- Determines the institutional requirements and identifies appropriate instructional needs jointly with the Vice President, Education and Training, the Campus Managers and Program Heads.
- Plans and coordinates faculty workloads and prepares the educational plan in consultation with the Program Heads, Senior Instructors, Coordinators, Registrar and Library staff.
- Ensures support services and other resources necessary for effective teaching are available to faculty and recommends the purchase of new resources relevant to the School of Business and Leadership.
- Draws on a variety of evaluation measures to carry out productive and practical evaluation of teaching methodology and practice used by instructors in the School of Business and Leadership.
- Mentors faculty and arranges for supports as required.
- Arranges for the overall evaluation of the School's programs and services, using a range of feedback tools, to ensure that academic and quality standards are maintained and current.
- Works closely with the Chair, School of Developmental Studies to ensure Access programming sufficiently prepares learners to be successful in post-secondary studies.
- Identifies needs for new programs and examines the feasibility of new initiatives.
- Guides, develops and writes curriculum; refreshes, renews and revises curriculum.
- Encourages faculty to be innovative in both curriculum development and methodologies of instructing and learning.
- Nurtures a culture of on-going professional development among faculty by encouraging them to identify and pursue on-going development and to take on research projects.
- Fosters teamwork with faculty and a collegial environment within the School and the College.
- Presents the public image of the College, and in particular, the School of Business and Leadership, promoting its programs, faculty and "place" in the post secondary community and the fields of business administration, office administration, and leadership.
- Participates in conference presentations, workshops, orientations, seminars, discussion groups, tutorials, and round tables.
- Develops briefing notes and reports for the Vice President, Education and Training, and/or President regarding issues within the School of Business and Leadership.

3. **Contributes to the success of a variety of partnerships including those with other post-secondary institutions regarding program delivery and transfer credit and with third-party funders to generate revenue for the School.**
   - Researches potential funding sources and their applicability to the School's long-term and short-term plans.

- Develops proposals with evaluation benchmarks ensuring the funders' criteria are met.
- Manages all third-party training and educational contracts/agreements within the School according to agreements and ensures all required accountabilities and reports are submitted on time and according to the funders' requirements.
- Assists the VP, Education and Training in the negotiation of academic partnerships with other educational institutions (e.g. joint delivery of instruction) and ensures all aspects of those academic agreements are appropriately implemented and closely monitored.
- Develops and maintains productive working relationships and credibility with academic partner institutions such as the University of Lethbridge and liaises with the Deans on mutual projects.
- Liaises and maintains partnerships with other educational institutions, professional associations and accrediting agencies to maximize accreditation and transferability of courses.
- Establishes productive work relationships with organizations which host student internships and monitors such placements closely.
- Nurtures close working relationships with other Aurora College partners such as the Department of Education, Culture and Employment, and various NWT organizations with interests in the areas of business and leadership the NWT

4. **Provides overall administrative leadership and budget planning within the School of Business and Leadership.**
   - Develops and monitors annual faculty and operating budgets and takes corrective action where required.
   - Attends to human resource matters, including recruitment, orientation and training, performance planning and appraisal, in collaboration with relevant faculty and staff.
   - Ensures that faculty, staff and students are familiar with relevant Aurora College policies and health and safety regulations and the Collective Agreement.
   - Anticipates, recommends and contributes to the development of Campus and College-wide long-term planning and policies.
   - Participates on various Aurora College and ad hoc committees, teams, and task forces.
   - Works with Director, Student Services, faculty and support staff on matters such as appeal committees, convocation and Aurora College Week.
   - Reviews and approves professional development plans for the faculty and staff who report directly to the Chair, and monitors follow-up activities in order to maintain high standards of performance.
   - Consults with and supports the work of the faculty and staff who report directly to the Chair.
   - Ensures instructor contact hours are in compliance with the Collective Agreement.

5. **Provides guidance, academic counsel and direction to students in consultation with Campus program staff.**
   - Creates and fosters an environment which is supportive of student learning and scholarship.
   - In consultation with faculty, seeks student feedback to determine student

satisfaction with programs, program delivery, and quality of instruction and identifies opportunities for improvement.
- In consultation with faculty and based on Aurora College policies, investigates and determines appropriate action for student discipline.
- Ensures all appropriate staff are informed of possible student suspension or termination for cause.
- Investigates and ensures quick response to student complaints, concerns, and suggestions.

6. **Demonstrates commitment to on-going individual and team professional development.**
   - Maintains knowledge of current developments in post-secondary education and adult and continuing education programs and awareness of trends and conditions affecting the programs in the School of Business and Leadership.
   - Pursues a variety of routes to remain abreast of evolving thinking in the field of business, leadership and adult learning.
   - Identifies opportunities to share with staff and implement, as appropriate, tangible results of research.
   - Identifies opportunities to carry out college-based research, in consultation with faculty and the Aurora Research Institute, and prepares papers to share research results.

KNOWLEDGE, SKILLS AND ABILITIES

The Chair, School of Business and Leadership requires a combination of knowledge and successful experience in the following areas:

- leadership, motivational theory and effective practices; team building, relationship building with both staff and students; networking;
- adult education principles, theory, best practices and instructional strategies;
- business development; organizational development; approaches to leadership;
- curriculum development especially in the fields of leadership, business, and related programs;
- organization and structure of colleges; the relationships between the colleges and various partners in communities, both in the North and in post-secondary institutions throughout Canada;
- cross-cultural situations and the nature of isolated and northern communities;
- research methods, research project development and implementation, needs assessments and program evaluation and management;
- post-secondary systems, program planning, budgeting process and principles, economic and educational trends, college and client population, northern cultures and politics;
- strategic planning; short and long term planning; various evaluation procedures
- proposal development; project implementation and evaluation; report writing;
- human resource management and the ability to mentor, evaluate and motivate staff;
- budget development and management;

- effective verbal, listening and written skills to communicate with diverse, cross-cultural groups, chair meetings, make presentations, mediate, influence and persuade;
- creative, critical and analytical approaches to program development, innovation and expansion; problem resolution; strategic planning; researching and organizing;
- ability to adapt to, communicate and manage change with students and staff;
- Microsoft Office, e-mail, Internet, and basic office equipment.

Typically, the above qualifications would be attained by:

- Completion of a Master's Degree in Business Administration, Leadership or related field;
- 5 years experience in the field of Business;
- 3 years supervisory experience in a northern community;
- 5 years instructional experience in the Field of Business & Leadership in post-secondary;
- 3 years Business & Leadership program development and research experience;
- The incumbent is required to demonstrate experience working with Aboriginal governments or Northern community governance structures.

Asset
- Coursework or certification in Adult Education
- A deep understanding of Aboriginal and Northern Business & Leadership issues

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

This position requires a high degree of energy to deal with the range of issues associated with the School and the travel to the three campuses.

Environmental Conditions

The incumbent travels 4-6 times per year, 3 days each time, to meet with southern partners and approximately once a month each year to communities to attend meetings. 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 both of a technical and an interpersonal nature; be especially adept at listening to and understanding others from a variety of cultural backgrounds; spend long hours on the computer which requires a great deal of attention to detail.

Mental Demands

The incumbent often faces simultaneous, competing demands with limited resources and must be able to set priorities in an ever changing environment. Issues related to student or staff 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

Official Language Considerations (check one)
- ✓ **Not required**
- ❑ Bilingual required (state language):_____