

Class No.:	
Original Date:	2023
Revision Date:	
Pay Grade	17

ASSOCIATE VICE PRESIDENT AND DEAN: SQUAMISH

NATURE AND SCOPE OF WORK

Reporting to the Provost and Vice-President Academic, the Associate Vice-President (Squamish) provides collaborative, energetic, and visionary leadership for the launch, growth and management of programming, student experience, and a broad range of community collaborations of CapU's Squamish campus. This role serves as a principal contributor and academic leader to shape and bring to life the campus' identity through innovative thinking and actions, with responsibilities for planning and implementing strategic directions and operational activities at the campus aligned with the university and academic plans. As an active collaborator and coordinator with the president, all vice presidents, and other senior leaders, the AVPA provides exceptional leadership and education administration in support of a creative, vibrant, community-connected campus, ensuring that strategic goals are met.

Key responsibilities

- Foster an environment that promotes academic excellence, impactful student experiences and encourages effective learning, teaching, and research as well as an environment that features flexibility and openness to innovation
- In collaboration with other senior leaders, develop and implement the regional campus plan to contribute to the university and academic plans
- Promote and convene interdisciplinary activities and experiential learning opportunities in collaboration with faculty, deans, and Faculties
- Collaborate with academic leaders, units and Faculties to plan, design and implement a range of innovative and relevant academic programs, ensuring the academic offerings meet the needs of learners, industry and sector trends, the Lil'wat and Squamish Nations, and local communities
- Champion creative activity, research, and scholarly pursuits connected with the region, place, and communities
- Contribute to reconciliation approaches and actions with Indigenous communities, particularly with Squamish and Lil'wat Nations
- In collaboration with senior leadership and faculty promote internationalization aligned with the university plan
- Further decolonized approaches, actions, and Indigenization with campus programming, activities, and initiatives
- Lead local actions for strategic enrolment management in concert with the overall university direction
- Develop and advance entrepreneurial initiatives including profit generating activities
- Lead, inspire, and mentor a diverse employee group, fostering a culture of innovation, teamwork, and excellence.
- Create an environment that empowers employees to contribute their best
- Foster a working and learning environment that reflects diversity, equity and inclusion values
- Recruit and hire employees ensuring that a skilled and diverse group supports the campus's success

- Establish and evolve a range of services and actions for a learner-centric campus environment that fosters student engagement and growth through co-curricular activities and academic learning supports
- Oversee student affairs services including actions and initiatives that promote a sense of belonging, student retention, graduation rates, and overall health and well-being.
- Collaborate with related university units to develop and implement a comprehensive communication strategy with the Communication team to build awareness and extend the university brand over time
- Participate with university leadership, alumni, donors, and the broader community to build and deepen relationships that contribute to a vibrant experiential learning environment and philanthropic activity and partnership investments
- Provide effective management of the day-to-day operations of the campus
- Lead efforts to enshrine sustainability and sustainable actions are part of the campus culture and academic offerings
- Collaborate with Campus Planning and Facilities on maintenance, development, and utilization of campus facilities and resources
- Actively contributes to and further a safe, respectful, and inclusive work environment in support of leading practices, and university equity, diversity and inclusion approaches
- Develop and manage the campus budget, ensuring appropriate financial practices, and resource allocation
- Seek out and secure external funding, grants, and sponsorships to contribute to an academically-rich campus, a vibrant working environment, and ongoing operations, collaborating and coordinating with other units (Creative Activity, Research and Scholarship; Philanthropy and Alumni Relations as applicable)
- Cultivate strong mutual relationships with local businesses, local governments, public and private organizations, non-governmental organizations, and other constituents with consultation from University Relations and other units as appropriate

EDUCATION & EXPERIENCE

- An earned doctorate (PhD or EdD)
- A minimum of 5 years of mid to senior leadership in higher education

QUALIFICATIONS

- Demonstrated inter-cultural experience and acumen, and leadership contributions that further Indigenization, Indigenous learner success, equity and diversity, internationalization, and decolonizing approaches.
- Demonstrated ability to lead significant change, mentor and develop others, and engage a broad range of people in pursuit of a defined vision and purpose.
- Demonstrated knowledge and skills in pedagogy and academic leadership as well as educational practices, issues and trends.
- Ability to foster a culture of inclusiveness, reflection and quality improvement, and continuous learning.
- Extensive experience in cultivating and maintaining partnerships, community engagement, and external relations.
- Financial acumen and experience in budget planning, fiscal management, and resource allocation.
- Strong integrity, credibility, sound judgment, and resourcefulness with decision making and problem-solving complex issues.
- Knowledge of people planning and academic planning.
- Superior communication skills, including the ability to engage in discussion, analysis, and well-informed decision making to contribute to academic priorities.

- Commitment to a health-promoting university culture inclusive of sustainability and approaches for sustainable actions.
- Strong ability to foster a culture of timely and data-informed decision making, accountability, entrepreneurialism and innovation.
- Demonstrated inclusive, collaborative, and participatory leadership approaches.
- A high degree of diplomacy and tact in addressing topics, activities, and issues in a balanced and equitable manner.