# JOB DESCRIPTION – REGIONAL MANAGER, SQUAMISH

## JOB SUMMARY

Capilano University is named after Chief Joe Capilano, an important leader of the Skwxwú7mesh (Squamish) Nation of the Coast Salish Peoples. The University respectfully acknowledges that campuses and learning locations are located on the unceded territories of the Lil̓wat, xʷməθkʷəy̓əm (Musqueam), shíshálh (Sechelt), Skwxwú7mesh (Squamish) and Səl̓ílwətaʔ/Selilwitulh (Tsleil-Waututh) Nations.

Capilano University has earned an international reputation for quality teaching, programs and services. It strives to be inspired by imagination and to create distinct university experiences enabling learners to contribute positively to communities and the planet. The University offers a wide range of programs and services that enable students to succeed in their current studies, in their ongoing education, in their chosen careers, in their lifelong pursuit of knowledge and in their contribution as citizens in a rapidly changing and diverse global community. The University also supports a range of academic partnerships throughout the region with government and non-government organizations, industry, other educational institutions, Indigenous Communities and others. The University is actively engaged in a range of collaborative initiatives in the Squamish Valley with the goal of increasing opportunities for new student learning experiences, undergraduate research, local course offerings and other opportunities.

The University is seeking a strategic, outcomes and relationships-oriented manager who will support the work of the University with existing partners, as well as to seek new opportunities in the region that will further enhance the goals of the University. Reporting to the Associate Vice-President Academic and Vice-Provost (AVPA), the successful candidate will work closely and collaboratively with local agencies and communities in the region, as well as academic leadership and faculty at Capilano University.

**KEY RESPONSIBILITIES**

- Work closely with **University academic leadership and faculty**, as well as **current regional partners** to ensure well-coordinated project activities and high quality deliverables.

- Build new strategic curricular and co-curricular partnerships in the region, actively moving those to implementation through the development of affiliation agreements and contracts that provide opportunities for new programming, applied research and distinctive learning experiences for students that are consistent with the University's Strategic and Academic Plans.

- Engage broadly with the communities of the region, including businesses, Indigenous governments, groups and organizations, funding agencies, private schools and school districts, regional and local government, and NGOs to build relationships and identify new opportunities for the University.

- Collaborate with community and university partners to identify **regional workforce development needs**, and develop creative strategies to fund, support and evaluate appropriate responses.

- **Support the Deans** in connecting the educational needs of their faculties to local opportunities, as well as supporting their work in determining the viability of academic offerings.

- Work collaboratively with academic leaders at **other Capilano University campuses and learning spaces** to identify opportunities for collaboration.

- Under the direction of the AVPA, develop collaborative working relationships with **other academic institutions** to produce new and unique ways of delivering educational programs.

- Ensure **compliance** with the regulatory requirements of government and other relevant agencies, as well as the administrative policies, procedures and processes of the University.

- Lead the **evaluation** of regional activities to measure outcomes and ensure that the needs of the communities are being served effectively and equitably.

- Provide leadership to ensure **equitable access** and flexibility for learners, identifying where geographic, cost, support services and other constraints prevent student-focused service delivery.

- Develop a **student-centered culture** of work, with an emphasis on quality academic delivery and outstanding student experience.

- Provide **day-to-day leadership** to the range of participants described above.

- Provide management of and accountability for any **budgets** associated with the work activity.

**REQUIRED QUALIFICATIONS**

- A Master's degree (PhD preferred) from an appropriately accredited institution.

- 3-5 years of proven leadership in a university academic setting.

- 1-2 years of demonstrated success strategically managing concurrent projects to meet deliverables.

- Demonstrated understanding of working with Indigenous Communities and training in equity, diversity and inclusion (either formally or informally).

- Demonstrated ability to mobilize people, groups and resources towards task/goal completion.

- An ability to motivate and engage others through inclusive practices and superior interpersonal and communication skills.

- Excellent oral and written skills, including successful grant/proposal writing.

- Ability to manage budgets and support applied research activities, including work-integrated learning.

- Ability to work with data and learn systems for effective operations, decision making and future planning.

- Outstanding time management skills and high attention to detail.

- Keen attitude and willingness to explore outside of their area of expertise.

- Resides in the Squamish Valley