

POSITION PROFILE

TITLE:	Campus Manager
EMPLOYEE GROUP:	Excluded
DEPARTMENT:	Continuing Education and Contract Training
EXECUTIVE SPONSOR:	VP External Relations
PAY GRADE:	GRID: 10

POSITION SUMMARY:

This position reports to the Director Continuing Education (CE), Contract Training (CT) & Regional Campus Operations and focuses on developing and delivering cost recovery programs through CE and CT as well as managing base-funded full-time programs, services and operations of the regional campus for the campus catchment in alignment with the College's strategic objectives.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Bachelor's degree in relevant area; an equivalent combination of experience and education may be considered
- 5 years experience in management, experience in an academic setting is ideal
- Knowledgeable and experienced with budget development and management, human resources, marketing, stakeholder engagement and high customer service principles

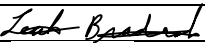

Skills and Abilities:

- Advanced oral and written communication skills
- Advanced ability to motivate and inspire cooperation and collaboration amongst internal and external stakeholders to achieve strategic partnerships and initiatives
- Advanced management skills with the ability to coordinate multiple projects, deadlines and budgets working with numerous people
- Excellent interpersonal skills with the ability to manage meetings, build consensus, and successfully engage project sponsors, stakeholders and teams
- Proven track record in Project Management
- Strong problem solving and decision-making skills with well developed conflict resolution skills
- Experience with developing and managing budgets, as well as cost-benefit analysis and understanding of net revenue generation
- Strong computer skills (MS Office, Outlook, Word, Excel, PowerPoint, etc.)

POSITION DUTIES:

- Manages all aspects of the campus operations, in consultation with core departments to support high levels of service, including managing the campus team, overseeing campus programs, program delivery, registration, marketing and access to facilities and services
- Efficiently manages the budget for base-funded operations and builds cost-recovery and revenue-producing budgets for Continuing Education, industry and government contracts
- Engages with industry partners, small business, government, First Nations and non-profit stakeholders within the community to identify and respond to training and education needs; and provides exceptional service to our communities such as representing the College on local boards
- Implements, at the local level, strategic and operational directives from senior management (such as the Education Plan, Strategic Plan, Institutional Service Plan, Strategic Enrolment Plan, and Institutional Accountability Plan) and managing these initiatives for optimum results
- Works collaboratively with the other Campus Managers and Director CE, CT & Regional Campus Operations, to achieve regional goals, generate new programming, secure funding and markets across the region as a member of a high-performance team aligned with the college's over-arching vision and strategy
- Consults with Deans (academic programs) and the Director (CE and CT programs) as well as local instructors and consultants to build innovative and quality offerings using emerging learning technologies and meet quality standards within ongoing programming
- Recruits and hires employees, effectively manages their performance and coaches all employees (union and non-union) to achieve their best results in consultation with Human Resources and Director CE, CT & Regional Campus Operations
- Applies college policies knowledgeably and appropriately, including collective agreements, Employment Standards Act and other legislation as required within unique and complex scenarios
- Creates a collaborative, respectful and empowered work and student environment within a positive team culture
- Identifies risks and provides plans for mitigating risks to the institution (legal, financial, reputational etc.)
- Handles student and community issues and complaints as the front-line contact and elevates to the appropriate Department Head, Dean, Director as required
- Other duties as required

This profile has been designed to indicate the general nature and level of work performed by the employee within this position. However, the actual responsibilities, duties, qualifications and experience may vary.

Original Date:	August 2018
Modified Date:	January 12, 2020
Manager Signature:	
Executive Sponsor Signature:	
Executive Human Resources:	