

Manager, Centre for Academic Excellence & Quality Assurance

Department:	Centre for Academic Excellence & Quality Assurance (CAE & QA)	Competition #:	24-A-09
Campus:	South – Windsor	Classification:	Administration
Posting Type:	Internal/External	Salary Range:	Starting Salary: \$85,529 Salary Range: \$85,529 – \$106,911
Status:	Full-Time	Closing Date:	Thursday October 31 st , 2024 at 4:30pm
Presentation Required:	Yes	Start Date:	Monday December 2 nd , 2024

St. Clair Colleges strives for excellence in all we do. Our primary purpose is to transform lives through high-quality and accessible education that supports career readiness, innovation, and lifelong learning. The Center of Academic Excellence and Quality Assurance (CAE) is looking for a learner-focused and experienced Manager, Academic Excellence to join our team. Reporting to, and under the direction of, the Executive Director, Academic Excellence (EDAE), the Manager will provide operational leadership and support in the areas of quality assurance, new program development, program modifications, teaching and learning, and other CAE portfolios. The Manager supports the EDAE with operational aspects of the Centre for Academic Excellence and Quality Assurance (CAE) and works closely with the CAE team, academic administration, faculty and staff across St. Clair College to ensure the implementation, promotion and continuous improvement of outcome-based education, quality assurance processes, Ministry requirements, as well as College Policy.

The responsibilities include, but are not limited to:

- Overseeing and providing operational management on all aspects of the academic program quality assurance reviews (i.e. Cyclical Review, Annual Review) following all relevant College policies and protocols as well as Ministry, PEQAB and other regulatory body requirements.
- Contributing to the ongoing development, evaluation, and improvement of program quality assurance processes at St. Clair College.
- Providing operational management and working closely with the EDAE to guide and support new program development, program revisions, including degree consent renewals, in alignment with applicable quality assurance standards, St. Clair's Strategic Directions, requirements and expectations of the Ministry and other regulatory or accrediting bodies.
- Ensuring all processes and procedures are in compliance with overall organizational guidelines.
- Developing, organizing, and maintaining resources such as desk manuals, guides and other relevant materials necessary for efficient operation of the Centre for Academic Excellence and Quality Assurance (CAE).
- Collaborating with and supporting the Executive Director, Academic Excellence and administration with the planning and implementation of outcome-based education, quality audit process, professional development, and assisting all constituents in meeting appropriate objectives.
- Contributing to planning and implementation of various CAE projects.
- Supporting the EDAE in the development and execution of CAE's business plan by compiling, analyzing, and reporting on CAE's key performance indicators.
- Contributing to enhancement of a culture of inclusivity, collaboration, and growth in the CAE.
- Assisting the EDAE by providing support to the CAE team for the design and completion of activities and projects within the CAE portfolio.
- Provides support to the CAE EDAE and staff as well as college staff in relevant initiatives.
- Collaborating with the CAE team and other departments in arranging for and delivering a high quality of service and support to ensure the achievement of the goals of St. Clair College and the Centre for Academic Excellence and Quality Assurance.
- Assisting in staff selections, performance reviews, and oversee daily operations and respond to staff and student issues as appropriate.
- Other duties as assigned.

The ideal candidate will meet or exceed the following qualifications:

The ideal candidate will have an appropriate combination of education and managerial experience. At a minimum the candidate will hold a degree. Postgraduate work at the master's level and 5 years' experience within the post-secondary education system would be an asset.

Human relations, negotiation skills, conflict resolution, critical thinking and problem solving, organizational and time management, computer proficiency and budgeting skills are necessary for this position. In addition, self-motivation, independent work, and the ability to work effectively as part of a diverse team in a professional and collaborative manner is a requirement of this position.

Knowledge and experience with requirements of the Ministry of Colleges and Universities (MCU), Postsecondary Education Quality Assessment Board (PEQAB), the Ontario College Quality Assurance Services (OCQAS), and quality assurance processes will be considered an asset.

Preference will be given to candidates that hold a master's or PhD level credential.

In order to be considered, internal applicants must be in good standing as defined in the College's Recruitment & Selection Policy.

Candidates selected for an interview will be required to provide a 10-minute presentation. Details will be provided when interviews are scheduled.

Please forward your resume quoting the competition # by online application at <https://www.stclaircollege.ca/careers/apply>. This link includes those who have worked for the College within 1 year of this posting. Resumes must be received prior to the closing date and time.

All active internal applicants MUST apply through the St. Clair College online application system:
<https://intranet.stclaircollege.ca/human-resources/job-application-form.html>

Candidates with non-North American credentials must provide a [World Education Services \(WES\)](#) evaluation confirming the Canadian equivalency of the credentials. Candidates who have non-North American credentials who have not yet been assessed as indicated above are expected to make application to [WES](#). Offers of employment require a completed evaluation from [WES](#).

St. Clair College is committed to workplace diversity and provides accommodations to applicants with disabilities throughout our hiring process. If you require an accommodation, please contact Human Resources.