

## **ASSOCIATE DEAN SCHOOL OF ENERGY**

The Associate Dean is part of the Educational Leadership Team of the Institute. Reporting to the Dean, the Associate Dean is accountable for providing administrative and educational leadership to designated full-time, part-time and Industry training programs and courses, in accordance with BCIT and industry standards and congruent with the overall Institute mission to become Canada's Premier Polytechnic Institute. As the first line educational manager, the Associate Dean represents the School's Dean as appropriate. The Associate Dean functions as a member of academic departments, as faculty and staff personnel supervisor, and as the individual responsible for the implementation of corporate and school level educational strategies and objectives. The Associate Dean is responsible for leading a broad range of initiatives impacting the daily and longer term strategic issues important to the Institute.

The successful candidate will provide leadership and management to a range of full and part-time programs including Computer Information Systems Administration, Chemical and Environmental, Machinist and Wireless/Telecomm.

### **RESPONSIBILITIES INCLUDE:**

- Represents the Institute, School and Department at relevant Industry, community and sector functions.
- Liaising with industry, program advisory committees, industrial associations, other educational institutes, regulatory bodies and government groups.
- Manages the department in accordance with the appropriate collective agreements.
- Manages complex budgets, both operational and capital, including determining costs, allocations, and expenditures, and monitoring the processes for multiple programs.
- Working with program areas to establish the educational direction to ensure programming is relevant, of high quality and delivered in accordance with established standards.
- Initiating and participating in the recruitment and selection of faculty, technical and support staff and providing appropriate recommendations on hiring.
- Facilitating the development of new educational products, including Full-time and Part-time studies and Industry Services.
- Participating in the development and implementation of strategic plans, organizational structures, systems and processes.
- Works under general direction of the Dean and is required to operate autonomously. Work is reviewed periodically for achievement of objectives and quality and effectiveness of programs.

### **WHAT THIS POSITION HAS TO OFFER:**

- A generous Total Compensation [package](#) which includes extended health and dental benefits and a competitive [pension](#) plan
- [Professional Development Funds](#) and opportunities for career development
- [Tuition](#) waivers for BCIT courses
- Subsidized parking and fitness facilities
- [Wellness](#) and Employee Assistance programs

### **QUALIFICATIONS**

- Related technical credential; a graduate degree at the Master's level would be an asset.

- Eight to ten years of directly related experience in post-secondary, business, industry and/or training. Experience in a post-secondary environment would be valuable.
- Strong leadership and organizational skills.
- High degree of self-motivation and business acumen.
- Demonstrated effective and positive management style for people and issues.
- Excellent interpersonal skills.
- Ability to communicate effectively.
- Professional designation would be an asset.

View the full job description here: [Associate Dean](#)

**START DATE:** June 1, 2018  
**COMPETITION NUMBER:** 18M26  
**OPEN DATE:** March 7, 2018  
**CLOSE DATE:** March 31, 2018

BCIT offers a competitive salary, generous benefits package and promotes an inclusive workplace. BCIT is an equal opportunity employer. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

*Only those selected for an interview will be contacted. If selected for an interview, candidates will be required to present original copies of credentials.*

To apply, visit us online at [careers.bcit.ca](http://careers.bcit.ca)

**We are only able to accept applications submitted online through our website.**