



Director, Centre for Experiential Learning

Organization Unit: Student Affairs

Location: Nanaimo Campus

Job Posting Reference: 1267

THE OPPORTUNITY

Reporting to the Associate Vice-President of Student Affairs, the Director is responsible for strategic leadership of the Centre for Experiential Learning working with CEL faculty and support staff in collaborative relationships with faculty and service staff across the University to develop, expand, promote, and deliver for-credit work-integrated learning relevant to a diverse range of programs and career options as well as non-credit programs and activities under the auspices of the CEL, including Co-curricular Engagement and Learning and Peer Supported Learning. The Director interacts with students and employees from all levels of the University and across all campuses: Executive, Provost Council, Senate and Senate sub-committees, Program Chairs, Professors, and administrative staff in such areas as Human Resources, Finance, IT, and Purchasing, Advancement and Alumni Relations and with community and employment partners. The Director develops and enacts strategic initiatives related to the goals and objectives of the VIU's strategic plan, and other associated plans. The Director is a key member of the Student Affairs leadership team and works closely with other Student Affairs Directors advancing the Student Affairs strategic plan and initiatives.

The Director serves as VIU's representative on the provincial BC WIL Council and as VIU's key contact in relation to work-integrated learning opportunities and programs both provincially and nationally.



THE LOCATION

Nanaimo is a city of approximately 88,000 residents, located on beautiful Vancouver Island – a tourist destination blessed with the natural beauty of mountains, forests, and seashore, a mild climate, and many opportunities for year-round outdoor sport and recreation. Nanaimo is close to the major metropolitan areas of Vancouver and Victoria, providing the best of all worlds to its residents.



THE ORGANIZATION

Known as a centre of excellence for teaching, applied research and learning, Vancouver Island University (VIU) is producing quality graduates in demand by employers across the country and around the world. With roots that date back to 1936 when Nanaimo's first vocational training school opened its doors, VIU

shares a rich history and connection with its communities. It is this history and commitment to people that has provided VIU with a solid foundation on which it continues to grow.

In 2008, Malaspina University-College became a university under an amendment of the University Act and officially began operation as Vancouver Island University on September 1, 2008. The main campus of VIU is located in Nanaimo, with regional campuses in Cowichan Valley and Powell River and a campus centre in Parksville. VIU has evolved into a well-rounded university supporting a student population in excess of 18,000 full- and part-time learners (including 1,500 international students and over 2,000 Aboriginal students), and employing over 2,000 faculty and staff. VIU proudly fosters student success, strong community connections, international collaborations, and provides access to a wide range of programs – academic, applied, career/technical, vocational, and developmental – designed for regional, national, and international students.

VIU is a dynamic and internationally respected university with a reputation for its Indigenous focused programs, for attracting international students, for leading-edge Coastal Resource Management programs, and for trades and technology programs. Located on British Columbia's spectacular West Coast, VIU offers both students and employees the opportunity to live and learn in one of the most beautiful university settings in Canada.

A department of Student Affairs, the Centre for Experiential Learning (CEL) engages students in work-integrated learning through cooperative education and internship in a variety of programs. Additionally, the area provides assistance to all students in their career education and development needs. The CEL is a team of professional career educators whose expertise is related to experiential education, career development and employment. The team provides academic programs and instructional expertise to promote, support and assess applied learning while preparing students to be successful in achieving their career goals. Advancing experiential learning for all students and recognizing the importance of non-credit experiential learning in the holistic development of VIU's graduate attributes, the CEL has also introduced several student-focused co-curricular initiatives.

To learn more, visit: www.viu.ca.



KEY RESPONSIBILITIES

Strategic Direction: Provides visionary leadership and facilitates collaborative dialogue to develop, articulate, and enact a comprehensive long-term strategy to promote work-integrated learning, career development, co-curricular/student engagement opportunities and peer-supported learning for students, while enhance community engagement. As an agent of change, the Director makes evidence-informed decisions through ongoing assessment of local, regional, national and global environments as they relate to enhancing the student opportunities for work-integrated learning and ensures a long-term sustainable plan for the CEL programs. The Director will support the University's strategic goals articulated in the newly drafted Strategic Plan, the Student Affairs Strategic Plan, and all other strategic plans developed by the University as they relate to the mandate of Student Affairs and CEL.

Program and Service Delivery: Develops and maintains coordinated, integrated and high-impact programs and services by ensuring constant evaluation and redevelopment of practices to optimize

Director, Centre for Experiential Learning

the student and community experience. The Director has overall responsibility for the work-integrated learning (WIL) portfolio, the Office of Co-Curricular Engagement and Learning (OCCEL), the Peer-Supported Learning (PSL) program and to create a robust Career Development program in order to enhance student success, and students' successful transition to career. As an active member of BC WIL and CEWIL, the Director will stay up-to-date and knowledgeable about work-integrated learning and peer-supported learning from a Provincial and National perspective.

Fiscal Management: Provides prudent financial oversight of all resources and is responsible for strategic and appropriate use of the overall CEL budget in accordance with University policies and procedures. The Director identifies, evaluates and secures existing and potential funding opportunities (including government and private sector funding) to ensure the area is positioned to meet its identified long-term goals.

Human Resource Management: As a senior leader in Student Affairs, the Director manages a multi-disciplinary team of unionized faculty and staff to develop innovative outcomes-based and research-informed services and programs that anticipate, prevent, and address student success and transition to career using a variety of tools and approaches. Management responsibilities include recruitment, hiring, retention, performance management, performance appraisals, ongoing feedback, and supervision of unionized staff and personnel, as well as non-unionized contract personnel. The Director exercises skill in managing people and ensures a departmental culture characterized by enthusiasm, teamwork, positive communication, respect, transparent fairness, trust, collective confidence, acknowledgement, recognition, and empowerment.

Collaboration, Partnership and Relationship Management: Develops and leverages relationships with students, academic and academic support areas on campus, provincial governing bodies, alumni, First Nations and Indigenous peoples, community-based organizations, and employers. The Director fosters and maintains strong linkages, and represent the CEL, Student Affairs, and VIU with the community, business & industry, governments, and professional associations.

The Director serves as Acting Associate Vice-President of Student Affairs as and when required, including responding to issues that may arise related to student conduct and safety.



COMPETENCIES

Communication: Communicates clearly, respectfully, positively, and pro-actively. Listens to understand the perspectives and needs of others and creates an atmosphere that encourages professional dialogue and an open expression of ideas and opinions. Provides timely and effective feedback to colleagues and employees.

Inter-Cultural Understanding and Respect: Engages respectfully with everyone. Understands and demonstrates appreciation for strength in diversity. Demonstrates commitment to advancing the rights of all peoples and being an agent of reconciliation in support of Canada's First Nations, Métis, and Inuit peoples.

Continuous Learning: Is eager to acquire necessary technical knowledge, skills and judgement to accomplish a result or to serve a team member or a stakeholder's needs effectively. Has desire and drive to acquire knowledge and skills necessary to perform the job more effectively.

Flexibility: Is willing and able to adapt behaviour and work methods in response to new information, changing conditions or unexpected obstacles.

Leadership and Motivation: Demonstrates ability to provide direction and to inspire and support others to achieve the vision and objectives of the area and the University as a whole. Is consultative, collaborative, and confident. Is able to earn the respect, confidence, and support of others to exert influence that advances the aims of area and the University. Leads by example, sets and communicates clear goals, and achieves results by encouraging, supporting, and recognizing the contributions of others.

Organizational Awareness: Understands the structure and culture of the organization and considers the impact personal and professional actions have on the University.

Planning and Coordination: Demonstrates ability to establish priorities, co-ordinate activities and make best use of resources. Is highly organized, anticipates the needs of team members, communicates decisions and provides needed resources in a timely manner.

Problem Solving and Judgement: Makes informed decisions by assessing a range of options and their anticipated implications. Identifies and analyzes problems, distinguishes between relevant and irrelevant information to make logical decisions. Acts in the best interest of the University and maintains a professional distance to guard against making decisions based on personal relationships or bias.
Teamwork and Collaboration: Demonstrates ability to work in partnership with others and to recognize and appreciate their contributions.

Dependability and Accountability: Internalizes and outwardly demonstrates commitment to the University, its students and employees, and the community, and responsibility for timeliness, commitment to task, adherence to performance standards, and conformity with rules and policies. Focuses on results and measuring outcomes to evaluate programs and inform strategic plans.

Business Acumen: Understands and leverages key business drivers for performance and uses sound business practices. Has the ability to manage internal and external resources to achieve goals and find efficiencies and improve organizational performance.

Conflict Management: Is skilled in preventing, managing and/or resolving conflicts.

Innovation: Respectfully questions conventional approaches, explores alternatives and responds to challenges with innovative solutions or services, using intuition, experimentation and fresh perspectives.



REQUIRED EDUCATION AND EXPERIENCE:

The ideal candidate will possess the following qualifications and experience:

- Master's Degree in a related field - Social Science/ Education/Administrative Leadership.
- Minimum of 10 years' experience related to Experiential Education and career education.

- Minimum of 5 years' experience working in a Post-secondary institution in a leadership capacity.
- Proven record of leadership and experience managing staff in a unionized environment and working in collaboration with campus and community partners
- Demonstrated knowledge of, and experience related to Labour Standards, Human Rights, Immigration legislation.
- Demonstrated experience with Risk Management & Public Relations.
- Demonstrated experience in program development and expansion including strategic planning and leadership related to change management, marketing, communication, and community engagement; proven ability to develop, monitor and evaluate strategic plans; proven experience using qualitative and quantitative research methods
- Current knowledge and experience with innovative programming and technology related to experiential education, student engagement, e-portfolio capstone projects, career education, employment access, marketing, and social media.
- Strong leadership, management, and interpersonal skills including highly effective written and verbal communication skills and exemplary capacity to foster collaboration
- Demonstrated understanding of, and respect for, Indigenous peoples and Aboriginal Education
- Demonstrated understanding of, and capacity to address, the diverse needs of all students, including international students
- Demonstrated commitment to equity and inclusivity in community and organizational development;
- Experience planning and managing budget
- Proven ability to develop innovative and concrete solutions to complex institutional problems
- Extensive knowledge of post-secondary systems, policies, initiatives and current issues



PRERRED EDUCATION AND EXPERIENCE:

- Doctoral Degree in a related field - Social Science/ Education/Administrative Leadership.
- Extensive knowledge of Vancouver Island University, its structures, systems, policies and values.



Desired Staffing Date: As soon as possible

Apply at: [Current Vacancies](#)

For Additional Information, Please Email: Recruit@viu.ca