



BOOTH
UNIVERSITY
COLLEGE

EDUCATION FOR A BETTER WORLD

Booth University College

Director of the ASPIRE Initiative (Pilot)

The Director of the ASPIRE Initiative provides leadership for and management of the ASPIRE Initiative, a program focused on accelerated pathways for students pursuing studies in either the Associate of Arts (in Humanities/Social Sciences) or the Associate of Business Administration. The Director of the ASPIRE Initiative will work closely with the Vice President Academic in all matters requiring academic oversight, including curriculum and policy (Senate) matters, instructor orientation and contracts. The Director will also work closely with the Registrar and IT to ensure that all students are enrolled in Populi and have appropriate access to courses and learning materials.

SUPERVISORY FUNCTIONS: Supervises regular and contract ASPIRE employees (e.g., Administrative Assistant, Program Advisors, Sessional Instructors)

Essential Functions of the Job:

- Lead the development, implementation, and assessment of the academic programs of ASPIRE in accordance with the mission and strategic plan of Booth University College
 - Develop existing AA and ABA programs into an accelerated 8-week format
 - Provide oversight to the AA and ABA accelerated 8-week programs
 - Conduct regular assessment of all ASPIRE programs including viability, academic rigor, student satisfaction, use of current technologies, etc.
 - Assure all accounts are managed according to budget provided to operate program
- Provide leadership to regular and contract ASPIRE employees
 - Recruit qualified instructors for ASPIRE courses and recommend appointments to the Vice President Academic
 - Ensure appropriate orientation and training is provided for new instructors
 - Act as resource for instructors and students dealing with program issues
 - Develop a team of highly competent, highly efficient staff, committed to success
- Develop, implement, and monitor outcomes of annual goals for the ASPIRE Initiative
- Teach not less than three courses per year in the ASPIRE Initiative and maintain scholarly activity
- Participate in Booth University College committee work, as required
- Provide ongoing management and reporting of program revenue and expenses; contributing to annual budget process



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- Liaise with Academic, Registrar, and Enrollment offices on recruitment and enrollment of students for courses in the ASPIRE Initiative
- Promote Booth University College and the ASPIRE Initiative through a variety of activities
 - Develop and maintain strong, positive relationships within Groupe Gautam
 - Profile and promote the ASPIRE Initiative to current and potential stakeholders
 - Represent Booth University College in selected public and educational forums as directed or approved by the Vice President Academic or President

QUALIFICATIONS

1. Required

- Satisfactory criminal record check
- Fully supportive of the integration of faith and learning in a Christian university-level setting and a commitment to the Mission of Booth University College
- Ability to integrate your Christian faith within the workplace
- Graduate degree with teaching experiences in higher education in Canada
- Leadership/management experience including experience in employee, budgetary and programmatic leadership
- Ability to manage start-up projects with PM processes: coordination, measurement and assessment of activities
- Experience in developing and implementing programs and services to achieve specific goals
- Advanced communication skills combined with the ability to exercise discretion and judgement in handling sensitive and confidential matters
- Extensive experience working with International Students and people from diverse backgrounds

2. Assets (Preferred Qualifications)

- Doctorate is preferred
- Ability to teach courses offered within the ASPIRE Initiative
- Understanding of The Salvation Army and Booth University College

This is a full-time, term position with 37.5 hours per week. In addition to the compensation package, we also provide a benefits package that includes health, dental, and other group benefits, vacation and sick leave, RRSP, and a tuition bursary program. Booth University College offers a stimulating university college environment, a mission-driven purpose, and the opportunity to contribute to change as Booth UC moves forward on its commitment to its mission: **Education for a Better World.**



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Application Instructions

Applications may be submitted in confidence to Human Resources; Booth University College by email: BoothUC.Careers@boothuc.ca. Applications must include a cover letter. In the letter describe why you want to work at Booth University College. Also, please detail what key strengths you bring to this position. All qualified candidates are encouraged to apply however, in accordance with Canadian Immigration requirements, Canadians and permanent residents will be given priority.

Accommodations are available upon request throughout the recruitment process.

About Booth University College

Booth UC is a Christian university college located in Winnipeg, Manitoba (Canada) and rooted in The Salvation Army's history of meeting the needs of the most vulnerable in society. As an open-enrollment institution, we welcome students from many different backgrounds, cultures, and countries. Deeply committed to social justice, we blend Christian faith and rigorous scholarship with a passion for service. Our approach to learning is anchored in academic excellence and based on a vision of social justice, hope, and mercy for all. We are committed to our mission: **Education for a Better World**. This is described in our mission statement:

William and Catherine Booth University College, a Christian university college rooted in The Salvation Army's Wesleyan theological tradition, brings together Christian faith, rigorous scholarship, and a passion for service. The University College educates students to understand the complexities of our world, to develop the knowledge and skills necessary to be active contributors to society, and to know how the Christian faith compels them to bring hope, social justice, and mercy into our world.