



BOOTH  
UNIVERSITY  
COLLEGE

EDUCATION FOR A BETTER WORLD

## Director, School for Continuing Studies

Booth University College is seeking a Director, School for Continuing Studies (SCS) who will be responsible for providing leadership for and management of the School for Continuing Studies including the development and implementation for the various types of academic and non-academic programs, the promotion of the SCS, management of the SCS team, and oversight of the SCS budget. The role reports to the President.

**SUPERVISORY FUNCTIONS:** Supervises regular and contract SCS employees including Administrative Assistant and Program Advisor, Instructional Designer and contract Sessional Instructors for SCS program courses (not for degree program courses).

### ESSENTIAL FUNCTIONS OF THE JOB/ROLES AND RESPONSIBILITIES:

- Oversee the management of the SCS operations
  - Develop and maintain strong, positive relationships within The Salvation Army, both in the Canada and Bermuda Territory and internationally, to create strong partnerships and programs that align with the mission and strategic plan of Booth University College and meet the needs of TSA
  - Lead SCS budget development and provide ongoing management and reporting of SCS revenue and expenses
  - Develop, implement, and monitor outcomes of annual goals for the SCS
  - Oversee the recruitment and retention of students for various SCS program offerings; this will include but is not limited to working with TSA on recruitment of Officers, employees, and volunteers who are in need of SCS programs
  - Develop additional partnerships with other like-missioned organizations that can assist in the promotion of Booth UC and recruitment into SCS programs
- Lead the development, implementation, and assessment of the academic, professional, and skill-development programs of the SCS in accordance with the mission and strategic plan of Booth University College
  - Develop select new program initiatives in consultation with the President and other stakeholders
  - Provide oversight to existing programs
  - Conduct regular assessment of all SCS programs including viability, academic rigor, student satisfaction, use of current technologies, etc.
- Provide leadership to regular and contract SCS employees
  - Recruit qualified instructors and facilitators for SCS courses; ensure appropriate orientation and training is provided for new instructors; act as resource for SCS instructors and students dealing with program issues
  - Provide training and recommend professional development for staff
  - Keep current on trends in on-line learning and direct staff in effectively utilizing technologies available in the SCS



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- Promote Booth University College and its School for Continuing Studies through a variety of activities
  - Profile and promote the SCS within The Salvation Army, within the province of Manitoba and with target student audiences
  - Collaborate with Communications and Admissions in establishing promotion and marketing strategies targeted to SCS audience
  - Represent Booth University College in selected TSA, public, and educational forums as directed or approved by the President
  - Serve as an *ex officio* member of all committees under the auspices of the Director of SCS and on other committees/groups as directed by the President
  - Provide course design and technology support for the on-line version of courses for degree programs in collaboration with the VP Academic and faculty

## **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
- Valid to work in Canada
- Graduate degree in a related field of study to the job requirements and/or offerings of the SCS (e.g., education, leadership, management, theology)
- Five years of progressive leadership/management experience including experience in employee, budgetary and programmatic leadership
- Strategic orientation, administrative and critical thinking skills; must be able to manage both strategic and operational matters
- Experience in developing and implementing programs and services to achieve specific goals
- Demonstrated ability to develop and maintain networks and partnerships to facilitate goal accomplishment
- Advanced communication skills combined with the ability to exercise discretion and judgement in handling sensitive and confidential matters
- A solid understanding of the Salvation Army, it's mission and work

### **2. Assets (Preferred Qualifications)**

- Doctorate is preferred
- Experience with development and implementation of on-line and hybrid courses, current technologies, and trends in on-line learning
- Experience in higher education in Canada, especially Christian higher education
- Understanding of The Salvation Army and Booth University College
- A Salvationist in good standing



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This is a full-time 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.**

### **Application Instructions**

Applications may be submitted in confidence to Human Resources; Booth University College by email: [BoothUC.Careers@boothuc.ca](mailto: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.

Applications will be reviewed as received until **position is filled.**

### **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.*