



**BOOTH**  
UNIVERSITY  
COLLEGE

## JOB DESCRIPTION

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<b>JOB TITLE:</b>	Dean, School for Continuing Studies
<b>DEPARTMENT:</b>	Academic/School for Continuing Studies
<b>RESPONSIBLE TO:</b>	Vice President Academic
<b>STATUS:</b>	Faculty (non-teaching)
<b>CLASSIFICATION</b>	Cabinet level position

*REVIEWED AND UPDATED: January 2019*

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**OVERVIEW:** The Dean, School for Continuing Studies (SCS) provides 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, oversight of the SCS budget and serves as a member of the Cabinet/senior leadership team.

**SUPERVISORY FUNCTIONS:** Supervises regular and contract SCS employees including Administrative Assistant, Program Coordinator, Instructional Designer and contract Sessional Instructors.

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

- 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
  - Provide oversight to existing programs
  - Conduct regular assessment of all SCS programs including viability, academic rigor, student satisfaction, use of current technologies, etc.
  - Administer the on-line version of courses for degree programs in collaboration with the VP Academic and faculty
- Provide leadership to regular and contract SCS employees
  - Recruit qualified instructors and facilitators for SCS 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

- 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
- Develop, implement, and monitor outcomes of annual goals for the SCS
- Lead SCS budget development and provide ongoing management and reporting of SCS revenue and expenses
- Liaise with Academic and Registrar offices on recruitment and enrollment of students for the on-line courses in our degree programs; oversee the recruitment and retention of students for various other SCS program offerings
- Promote Booth University College and its School for Continuing Studies through a variety of activities
  - Develop and maintain strong, positive relationships within The Salvation Army, both in the Canada and Bermuda Territory and internationally
  - Collaborate with Communications and Admissions in establishing promotion and marketing strategies targeted to SCS audience
  - Profile and promote the SCS within The Salvation Army, within the city of Winnipeg and with target student audiences
  - Represent Booth University College in selected public and educational forums as directed or approved by the Vice President Academic or President
- Serve as a member of Booth University College Cabinet and Senate; as Chair of the Academic Appeals Committee, as an *ex officio* member of all committees under the auspices of the Dean of SCS and on other committees/groups as directed by the Vice President Academic
- The Dean may teach as other responsibilities and qualifications allow.

## **QUALIFICATIONS**

### **1. Required**

- Graduate degree
- Commitment to the mission of Booth University College and demonstrated ability to integrate Christian faith within the workplace
- 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
- Satisfactory criminal record check

## **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

*(The description of essential functions above illustrates various types of work performed but is not all-inclusive. Other duties may be assigned by your supervisor. Given the nature of the organization and the workload, it is expected that all employees be flexible. Booth University College may revise the job description, title, reporting relationship and job duties.)*