



We seek outstanding individuals to join our dedicated administrative team. Become a part of our diverse Loyalist team, creating brighter futures, greater prospects and endless possibilities!

TITLE: Director, Student Success

POSTING DATE: November 27, 2017

CLASSIFICATION: Administration

CLOSING DATE: December 18, 2017

DIVISION/DEPARTMENT: Academic

COMPETITION #: ADM17-04R

LOCATION: Main Campus, Belleville

Inspire and Lead in a Strong Vibrant Community

Loyalist College is a vibrant college of 2800 full-time students in more than 50 certificate and diploma programs. More than 17,000 part-time registrations each year place the college among the highest levels of lifelong learning activity in Ontario. The College also provides a number of highly successful entrepreneurial activities locally and throughout the region, serving communities throughout Eastern Ontario and beyond. Loyalist is very involved with business, economic development, and social development partners throughout our region.

The Director, Student Success provides leadership in the development and implementation of college policies and services designed to support and enhance student recruitment and retention activities and student engagement in college life. The Director is a primary advocate and advisor for the provision of services to enhance student success and for issues relating to student rights and responsibilities and the provision of accommodations for students with disabilities. Areas of responsibility include: Student Success mentors; academic/career/personal counselling; AccessAbility services; Peer services and Testing Centre services.

The Director demonstrates a supportive and innovative student focused approach to the enhancement and delivery of student services. The Director, Student Success, also provides expert advice to college management as well as community partners on issues pertaining to student rights, threat/risk assessment interventions, as well as learner centred facilities, services and practices.

KEY DUTIES AND RESPONSIBILITIES:

- Provides leadership and strategic direction for all student success services including Counselling, AccessAbility Services, Academic and Testing Centre. Ensures that services are proactively designed to respond to student needs and integrated as a fundamental part of the educational process. Ensures that such services are consistent with the College's strategic direction and meet the needs of current and future students
- Works collaboratively with the academic sector, student government and other stakeholder groups, both internal and external, to develop new student success initiatives, services and approaches to enhance student success
- Provides in-service training, professional consultation and support to other areas of the College with respect to accommodation for at-risk students, student rights and responsibilities. Facilitates the addressing of students' perspectives and concerns, when appropriate, on college committees and with College administrators
- Acts as a key resource to the Threat/Risk Assessment team, and to other internal and external stakeholders and partners

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- Provides professional consultation to Counsellors and Student Success Mentors, as well as to AccessAbility Services
- Provides liaison to allied health professionals, funding agencies and secondary schools to address transition to post-secondary issues
- Seeks opportunities for new sources of funding through entrepreneurial endeavours and grant writing activities
- Engages in higher education research initiatives to ensure effective service delivery

CANDIDATE QUALIFICATIONS:

Education and Experience

- Master's degree, preferably in Education, Counselling, Psychology, Social Work or related discipline
- 10-12 years progressive post-secondary administrative experience

Background of Experience:

- Leadership success in designing, implementing and evaluating a "customer service" approach in the delivery of student services and client services
- Demonstrated ability to work collaboratively, collegially with leaders and staff across an organization; a strong team player
- Proven strengths in leading and managing a strong team of professionals
- Previous experience in a unionized environment preferably in the public sector
- Proven ability to develop and sustain strong working relationships and partnerships internally and externally
- Experience in leading change with and through people
- Experience working in a collegial environment where diversity of opinion is the norm

Competencies/Skills:

- Reputation as a collaborative, respectful leader
- Reputation for integrity, earning trust and credibility and achieving results
- Foresight/vision – demonstrated ability to create/develop a shared vision for the future (and aligned strategic and operational plans)
- Passion for student success; enthusiastic belief in the value and importance of the College sector
- A personal fit with Loyalist's values and culture
- Outstanding verbal, written and listening communications skills
- Excellent priority setting and conflict resolution/mediation skills

All inquiries regarding this position will be treated in strict confidence and should be directed to Jennifer Smith, Human Resources by email: jsmith@loyalistcollege.com.

TO APPLY: Quoting the competition # in the subject line, please send a covering letter and a resume (in Word or PDF format) to:

Human Resources Services
E-mail: humanr@loyalistcollege.com

In support of a diverse and inclusive college community, Loyalist College encourages applications from women, persons with disabilities, racial/visible minorities, and indigenous peoples. In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), Loyalist College is committed to accommodating applicants with disabilities throughout the hiring process. At any stage of the hiring process, Human Resources Services will work with applicants requesting accommodation.

Please note: Following an offer of employment, candidates with Canadian credentials will be required to provide official transcripts from the granting educational institution(s). Those candidates with international credentials must provide World Education Services (WES) www.wes.org/ca evaluation (at their own cost) confirming Canadian equivalency of their credentials.

We thank all applicants, however, only those selected for an interview will be contacted