

Type of Position	Administrator	Job ID	1194
Department	Environmental&Natural Resource	Full/Part Time	Full Time
Campus	Frost	Regular/Temporary	Regular
Location	Lindsay, Ontario	Hours per Week	37.5
Date Posted	2017-01-10	Salary Range	\$95,122.00 to
Date Closed	2017-01-30		\$127,199.00
			Annually

What Are We About?

At Fleming College, we provide a superior learning experience in the beautiful Kawartha Lakes region. Just 130 kms (80 miles) northeast of Toronto, we deliver the hard-to-find combination of quality learning and quality of life in the communities we serve - Peterborough, Northumberland and Haliburton counties and the City of Kawartha Lakes. Within driving distance of the GTA, living and working in this area of central Ontario provides the best of both worlds whether your interests align with nature trails, waterways, artisan markets, music festivals or art galleries!

Who Are We?

Fleming College is recognized as a leader in Ontario for delivering environmental and natural resource science programs and applied research in alternative wastewater treatment. We serve as a regional hub for skilled trades, education and training. We offer a comprehensive portfolio of more than 90 full-time programs in Environmental & Natural Resource Sciences, Skilled Trades, Fine Arts, Health, Law, Justice, Community Development, Education, and Business, as well as pathway programs such as University Transfer, Pre-Health Sciences and Community Integration through Coop Education. The College currently enrolls nearly 6,000 full-time and 10,000 part-time students. Fleming is a growing college with 50 years of solid community roots and we are proud to be considered one of the top employers in the area. Situated in the heart of the City of Kawartha Lakes, the Frost Campus welcomes over 1,600 students annually and is recognized nationally and internationally for its distinctive applied learning environment, unique culture and history, strong graduate placement rate, and as a “one-of-a-kind”, destination campus.

What This Position is About:

Working with the Principal/Dean, Faculty and Staff, the Academic Chair positions offer an exciting opportunities to shape the future of the Frost Campus with its unique blend of environmental and natural resources programming. Water is a common theme that flows through all programs at the campus, providing an interdisciplinary, applied learning approach to education, research and innovation. As a key member of the academic leadership team, the Academic Chairs in the School of Environmental & Natural Resource Sciences work closely to provide seamless academic leadership and management of the school's day to day operations. Working collaboratively, the Chairs are accountable for recruiting, hiring, supervising and developing the full time and contract faculty and program support staff within their specific cluster. They develop and manage all workload assignments, are responsible for curriculum revision/renewal processes for the School and ensure the health and safety of students, faculty and staff. The Chairs work collaboratively with the Dean and others in academic processes, including program review, program development, capital planning and budget development. The Chairs also work respectfully with our Union leaders ensuring that faculty and staff assignments are consistent with College policies and procedures, Collective Agreements and best practices.

Through proactive planning, engagement, mentoring and communication, the Chair models the college values inherent in our Core Promise to promote a sustainable, supportive and safe learning community. Working in collaboration with the Principal/Dean and other internal and external stakeholder groups, supports the successful fulfillment of the growth of the Frost Campus as a Centre of Excellence. The Academic Chairs are responsive to the needs of students and uphold the college's values of putting student learning first, modeling and setting high expectations for excellent faculty-student interaction, as well as developing and cultivating broader college community relationships.

Please note that in addition to the salary range listed above, you will be eligible for performance-based incentives.

For More Information

For a complete job description please refer to the posting available on our website at

<http://flemingcollege.ca/about-fleming/careers-at-fleming>

What We Are Looking For:

Reporting to the Principal Frost Campus/Dean School of Environmental & Natural Resource Sciences, you are someone who is passionate about life-long learning, and the development of innovative programs that offer flexible, engaging learning opportunities, supported by integrated student success strategies. Along with the other members of the Frost Leadership Team, you are able to engage your program teams and the College community to champion the development of the school's goals and objectives. You are open-minded and approachable, with a proven track record of implementing objectives with excellence to drive success. Your progressive leadership experience (preferably in an Academic setting), along with your background in Natrual Resource Sciences, experience with health and safety standards, your passion for teaching and learning, and your proven track record of motivating and managing high-functioning teams position you for success in this role. In addition to having strong technology skills, you have an understanding of the processes of learning and

teaching and have experience with curriculum design, development and delivery. You also have strong capabilities in the areas of operational planning and management, budget management, program implementation, cross-functional collaboration, problem-solving, conflict resolution, influencing, guiding and engaging staff, negotiating, and decision-making. With excellent communication and interpersonal skills, you are an effective coach and mentor with the ability to empower your teams toward delivering relevant, innovative programming for our students. You have built close relationships throughout a larger organization, have a strong commitment to health and safety and thrive in managing day-to-day operations.. You will have a minimum of a 4-year degree in natural resource science or Trade equivalent. Further education such as a Master's degree is preferred. Experience in one or more of the following areas are definite assets – unionized environment, international experience, links to Indigenous Communities, familiarity with the Ontario College system.

How to Apply

To apply to Fleming College career opportunities please visit <http://www.FlemingCollege.ca/Careers>.

Diversity

Sir Sandford Fleming College is committed to building an inclusive and accessible learning and working environment. We believe in and promote the rights of all persons with disabilities as enshrined in the **Canadian Charter of Rights and Freedoms**, the **Ontario Human Rights Code**, and the **Accessibility for Ontarians with Disabilities Act (AODA 2005)** and its related **Accessibility Standards Regulations**. To meet this commitment, Fleming College will make appropriate accommodations available throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform our Human Resources staff of the nature of any accommodation(s) that you may require to ensure your equal participation. To obtain a copy of this document in another format please e-mail Recruitment@flemingcollege.ca.