

# Chair, Information Technology & Professional Studies

## School of Continuing Education

Applicants are to clearly demonstrate how they satisfy the selection criteria in their written submissions and must identify the competition number they are applying for in the subject line of the email.

This competition may be used to establish a 12 month eligibility list of qualified candidates for future vacancies.

A preference hiring practice will be applied. Applicants who self-identify as members of the following equity-deserving group(s): Women, Indigenous Peoples, Persons with disabilities, Racialized Persons, Persons of the 2SLGBTQIA+ community will be given first consideration. Please self-identify in your application. First consideration will also be given to internal applicants.

## DUTIES

Reporting to the Associate Dean, the Chair provides strategic leadership, direction and day-to-day management of academic courses/programs within the Information Technology & Professional Studies portfolio in the School of Continuing Education at the Polytech. The Chair supports the goals of the Polytech's strategic and academic plans and implements operational plans for their department. This includes leading change; providing leadership for program quality; managing financial and other resources; recruiting, evaluating and supporting faculty and staff. The Chair ensures students receive the advice and support necessary for success. The Chair develops and nurtures effective contacts with industry, the community and other College departments.

The Chair is responsible for the overall success of their academic department as measured by students, their success and industry satisfaction. The Chair will identify opportunities for incremental or new program growth through industry partnerships and labour market assessments. The Chair promotes a collaborative, inclusive environment conducive to teaching excellence and is committed to Truth and Reconciliation, Equity, Diversity and Inclusion which is evident in all aspects of their leadership style, decisions and interactions with others.

## REQUIRED QUALIFICATIONS

- Undergraduate degree in a related field; a combination of education and recent, relevant experience may be considered
- Significant industry experience in a related field
- Experience with budgeting and financial management
- Adaptive in thinking to develop and implement academic programs and academic courses with a student-centered approach to learning, and student capacity for intercultural understanding, empathy, and mutual respect
- Excellent verbal and written communication skills; experience facilitating large group discussions
- An innovative, collaborative leadership style with experience building and sustaining teams, strength in delivering results, handling complexity, and thinking globally
- Ability to manage multiple projects with multiple stakeholders
- Experience recruiting, developing and mentoring diverse faculty and staff to achieve their full potential
- Commitment to Truth and Reconciliation, anti-racism, social justice, diversity, and creating inclusive communities
- Demonstrated experience building and contributing to strong, functional teams
- Experience building a respectful workplace culture that promotes diversity, learning and continuous improvement

## ASSETS

- Masters or graduate degree in a related field
- Specialized training in adult education/certificate in adult education or post-graduate certificate Teaching for Learning in Applied Education
- Experience with external program accreditation processes
- Experience working in a post-secondary environment

## CONDITIONS OF EMPLOYMENT

- Applicants must be legally entitled to work in Canada
- This position may be required to work evenings and/or weekends
- This position may be required to work overtime
- May be required to work at various RRC Polytech campuses

RRC Polytech campuses are located on the lands of Anishinaabe, Ininiwak, Anishininew, Dakota, and Dené, and the National Homeland of the Red River Métis.

We recognize and honour Treaty 3 Territory Shoal Lake 40 First Nation, the source of Winnipeg's clean drinking water. In addition, we acknowledge Treaty Territories which provide us with access to electricity we use in both our personal and professional lives.

## COMPETITION NUMBER

2024-043

## CLOSING DATE

March 19, 2024

## SALARY

\$91,215- \$118,604 per annum

## POSITION LOCATION

Notre Dame Campus  
(Winnipeg, MB)

## POSITION TYPE

Full-Time Position Available

## APPLY ONLINE AT

[rrc.ca/careers](https://rrc.ca/careers)

RRC Polytech is a leader in applied learning and innovation. Our talented team of employees is passionate about education, innovation and student success. We offer competitive salaries, extensive benefits and the opportunity for personal and professional growth in a rewarding career.

At RRC Polytech we are committed to fostering an inclusive environment, where all employees and students feel valued, respected and supported. We aspire to have a workforce that is representative of the diversity within our communities, and welcome applications from women, Indigenous Peoples, persons with disabilities, racialized persons, persons of the 2SLGBTQIA+ community and others who may contribute to the further diversification of ideas. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

If you require this information in an alternate format, please contact [humanresources@rrc.ca](mailto:humanresources@rrc.ca).



RRC Polytech is committed to providing accessible employment, and ensuring that our recruitment, assessment and selection process is barrier free. If a candidate requires accommodation during the hiring process, Human Resources Services will work with the individual to meet their needs.

We thank all applicants for their interest, but only those selected for an interview will be contacted. For more information and other employment opportunities, visit [rrc.ca/hr](https://rrc.ca/hr)