



Le Collège Dawson est situé au cœur du centre-ville dans un établissement historique établi sur un terrain de douze hectares de verdure. La population étudiante s'élève à plus de 10 000 étudiants à temps plein et à temps partiel qui sont inscrits dans plus de 50 disciplines. La composition multiculturelle de la population étudiante est une caractéristique marquante du cégep avec une centaine de différentes cultures et langues représentées. Le Collège Dawson s'engage à offrir l'excellence en enseignement collégial dans une atmosphère accueillante et stimulante. Nous sommes actuellement à la recherche d'une personne pour occuper le poste à temps complet suivant :

## **DIRECTEUR ADJOINT OU DIRECTRICE ADJOINTE, DÉVELOPPEMENT PÉDAGOGIQUE**

Relevant de la directrice des études, le directeur adjoint ou la directrice adjointe du développement pédagogique crée un environnement et un cadre intégré pour faire avancer le développement pédagogique grâce à l'innovation, la recherche, à l'élaboration de nombreux projets institutionnels, les initiatives favorisant la réussite ainsi que l'élaboration, l'évaluation et la révision des programmes.

Le rôle du directeur adjoint ou de la directrice adjointe du développement pédagogique est de contribuer au positionnement du Collège Dawson comme leader de l'innovation en enseignement supérieur au Québec et ailleurs.

Les responsabilités du poste de directeur adjoint ou directrice adjointe du développement pédagogique se situent à trois niveaux :

- niveau du département de développement pédagogique;
- niveau de l'administration scolaire;
- niveau du collège.

Pour de plus amples informations et pour postuler, veuillez consulter notre site Web : <https://www.dawsoncollege.qc.ca/human-resources/>

Le poste de directeur adjoint ou directrice adjointe du développement pédagogique est actuellement classé cadre, classe 8 selon les normes ministérielles, et le salaire annuel se situe entre \$79,661 et \$106,216.

---

Les personnes intéressées à poser leur candidature doivent le faire avant **17h00 le jeudi 20 juillet 2017** par le site internet du Collège à l'adresse (<https://www.dawsoncollege.qc.ca/human-resources/>) et inclure une lettre d'intérêt et de motivation.

Nous remercions toutes les candidates et tous les candidats pour l'intérêt qu'ils portent au collège Dawson ; cependant, seuls les candidats retenus recevront une invitation à se présenter en entrevue.

*Le processus de sélection du collège Dawson respecte le principe d'égalité de traitement en matière d'accès à l'emploi. Ainsi, il encourage les femmes, les Autochtones et les minorités visibles et ethniques à poser leur candidature. Si elles le souhaitent, les personnes handicapées pourront obtenir de l'aide en cours de sélection et d'entrevue.*

## **DEAN, ACADEMIC DEVELOPMENT**

<b>Title:</b>	Dean of Academic Development
<b>Classification:</b>	Administrator, Class 8
<b>Department:</b>	Office of Academic Development
<b>Workload:</b>	Full-time, 35 hours per week
<b>Supervisor:</b>	Academic Dean

### **NATURE OF WORK**

Reporting to the Academic Dean, the Dean of Academic Development will create an environment and integrated framework for advancing academic development through pedagogical innovation, research, institutional project development, student success initiatives and program development, evaluation and revision. The Dean of Academic Development plays a key role in advancing Dawson College's position as a leader in academic innovation in Québec and beyond.

### **RESPONSIBILITIES**

The scope of responsibilities of the position of Dean of Academic Development encompasses the following three levels:

#### **Department-level responsibilities**

- Develop a vision and strategic direction for the support of academic and educational development.
- Manage staff and activities in the following areas: Learning Communities, pedagogical support and innovation, research and program development, evaluation and revision.
- Support the sustainable integration of high-impact, evidence-based initiatives into pedagogy.
- Strategically manage and oversee a network of communities of practice engaged in academic development to further the College's objectives, including a Dawson-based, multi-institution network devoted to pedagogical innovation through knowledge mobilization and pedagogical research.
- Develop strategies to obtain external funding to support academic development initiatives.
- Work strategically with program deans, directors and others to develop and advance initiatives that promote academic development and further the alignment of the College's operations with its educational mission and strategic objectives.
- In collaboration with the Sector Deans, establish a vision for the development of e-learning at the College and manage its operations.
- Oversee initiatives that generate broad engagement of the Dawson community in the academic and educational development of the College.
- Oversee the management of the material, financial and human resources required to develop and implement the College's academic development strategy in accordance with College policies, procedures and reporting requirements.
- Maintain a positive work environment and team spirit.

#### **Academic Administration-level responsibilities**

- Participate in the development of policies, programs, budgets and annual workplans for the academic sector.
- Collaborate with the Sector Deans to ensure high quality programs and co-curricular activities.

#### **College-level responsibilities**

- Participate, as a senior manager, in advising the Director General in the development of orientations, objectives, budgets and policies of the College.
- Participate in the implementation of the Strategic Plan and subsidiary plans.
- Represent the College at Senate and at meetings with representatives of other colleges and external organizations.
- Collaborate with the Director of Human Resources on matters related to Faculty orientation, integration and development.
- Collaborate with the Director of Information Systems and Technology on matters related to techno-pedagogy.
- Collaborate with the Coordinator of Quality Assurance and Planning on program evaluation.

The Dean of Academic Development also carries out other duties as may be assigned by the Academic Dean.

## QUALIFICATIONS

Bachelor's degree in a relevant specialization. A graduate-level degree is an asset.

## CONDITIONS

The successful candidate will demonstrate the ability to engage in complex systems thinking and to act effectively in situations of ambiguity and uncertainty. He/she will effectively and dynamically balance the following character traits for decision-making that is situationally aware, cognitively complex, critically analytic and adaptable.

- Six years relevant experience in post-secondary academic administration of which at least 3 years in a management position.
- Three years of teaching experience at the post-secondary level; relevant experience may be accepted in lieu of teaching experience.
- Leadership focused on collaboration, achievement of results and quality of services provided.
- Proven experience in effectively managing a team.
- Demonstrated ability to plan, prioritize and problem-solve.
- Capacity to set and achieve ambitious goals.
- Ability to motivate others to contribute to the College's educational mission and ongoing development.
- Effective team collaboration; work collegially with open-mindedness, flexibility and adaptability.
- Capacity for innovative thinking within an educational milieu.
- Excellent interpersonal skills.
- Demonstrated ability to work effectively with diverse constituencies in a multicultural context.
- Excellent communication skills in English (written and verbal).
- Very good communication skills in French (written and verbal).

**SALARY RANGE : \$79,661 to \$106,216** per annum as per the « Règlement déterminant certaines conditions de travail des cadres des collèges d'enseignement général et professionnel »

**NON-SALARY BENEFITS:** Participation in the Retraite Québec administered RRPE pension plan; participation in the group medical and dental insurance plans; a generous vacation allowance and statutory holidays; and other benefits including professional development opportunities and access to College courses.

## **DEADLINE TO APPLY: JULY 20, 2017 AT 5:00 PM**

All applications must be submitted on-line via our website at: <https://www.dawsoncollege.qc.ca/human-resources/>

**Please include a cover letter with your application.**

We thank all applicants for their interest in Dawson College, but only those selected for an interview will be contacted.

*Dawson College adheres to an equal access employment program and, as such, encourages women, Indigenous people, visible and ethnic minorities, and persons with disabilities to apply. Persons with disabilities may request to receive assistance during the screening and selection process if they wish.*