

POSITION PROFILE

TITLE:	Associate Dean, Academic Success
EMPLOYEE GROUP:	Excluded
DEPARTMENT:	Innovation in Teaching and Learning
EXECUTIVE SPONSOR:	VP, Academic
PAY GRADE:	GRID 12

POSITION SUMMARY:

This position reports to the Dean of Innovation in Teaching and Learning and focuses on providing day-to-day operational management of designated portfolio areas. The role is responsible for operational planning, organizing, staffing, and coordination of resources for the portfolio with a focus on effective, relevant, and inclusive delivery that advances student success in alignment with the College's strategic directives.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Master's degree in Education or a related field aligned to teaching and learning leadership, learning design, educational technology, adult learning, or academic success services.
- Minimum of five years' experience as faculty, including work in instructional and/or educational development.
- At least three years of progressively responsible experience in post-secondary teaching and learning leadership, academic quality assurance, learning support systems, or a closely related academic service area, preferably within a public, unionized environment.
- Demonstrated experience providing leadership, including supervising people, coordinating cross-unit initiatives, and establishing consistent service and quality practices.

Skills and Abilities:

- Strong leadership skills with the ability to lead through influence and build shared accountability for learner-centred outcomes in a post-secondary environment.
- Effective communication and relationship-building skills that support sustained collaboration with faculty, staff, students, senior leadership, Indigenous partners, and community stakeholders.
- Strong understanding of teaching and learning excellence, inclusive pedagogy, adult learning, academic support models, and quality improvement approaches that strengthen learner outcomes and the student experience.
- Strong working knowledge of digital learning environments and educational technologies, including quality online and blended learning practices and accessible learning design.
- Proven ability to lead portfolio planning, manage complex operational workflows, coordinate multiple concurrent initiatives, and ensure reliable service delivery across teams.

- Demonstrated commitment to Indigenization, equity, and student-ready practices, with the ability to embed these commitments into service design, decision-making, and staff leadership.
- Strong analytical, problem-solving, and decision-making skills, including the ability to assess options, anticipate operational impacts, and implement improvements that enhance quality, consistency, and learner support.

POSITION DUTIES:

- Implement the Dean’s priorities by maintaining the annual portfolio workplan, coordinating timelines and dependencies across teams, monitoring progress, and escalating barriers or resourcing pressures that may affect delivery.
- Manage day-to-day operations of the Centre for Innovation in Teaching and Learning, eLearning and Learning Commons teams, including work assignment, workload balancing, scheduling, and ensuring timely delivery of educational development, instructional design, LMS services, and digital learning supports.
- Lead recruitment and selection processes, and oversee employee performance management, including conducting regular performance reviews.
- Manage day-to-day operational matters for programs within the portfolio across all campuses, including scheduling and workload coordination, and operational issue resolution. Meets regularly with teams to ensure the advancement of student success initiatives.
- Organize programming within the portfolio, including calendars, communications, registrations, facilitation supports, materials, and feedback collection, aligned to priorities set by the Dean.
- Develop, manage and monitor portfolio budgets to ensure effective allocation of resources.
- Monitor service demand and operational performance across the portfolio, summarize trends and issues, and workflow or resourcing adjustments.
- Operationalize program review and related quality-process logistics , including schedules, documentation workflows, data gathering support, meeting coordination, and action-item tracking for follow-up.
- Maintain portfolio documentation and operational systems, including service protocols, templates, workflows, project trackers, and continuity materials.
- Plan and oversee events, training sessions, and academic support initiatives, ensuring scheduling, staffing readiness, and effective use of spaces and technologies.
- Identify operational issues and emerging risks, resolve within delegated authority, and escalate to the Dean when policy, labour relations, significant resourcing, or institutional risk implications are present.
- Support implementation of institutional commitments related to Indigenization, equity, accessibility, and inclusive learning environments through operational practices and service design choices, as directed.
- Lead committees and working groups as needed, focusing on operational follow-through, completing assigned actions, and reporting back on progress and issues.
- Other duties as assigned.

This profile has been designed to indicate the general nature and level of work performed by the employee within this position. However, the actual responsibilities, duties, qualifications and experience may vary.

Original Date:	March 2026
Modified Date:	
Manager Signature:	
Executive Sponsor Signature:	

Executive Human Resources:	
----------------------------	--