

Employment Opportunity

North Island College provides high quality, affordable higher education and skills training in a spectacular west-coast setting. We strive to inspire and prepare students for success in a rapidly changing world, and we are recognized for our innovative programs, community support, and commitment to education.

College facilities include four campuses and three centres. We serve a population of 155,000 and a geographical region of 80,000 of Vancouver Island and the BC mainland coast from Desolation Sound to Swindle Island. Our wide range of program options is supported by a dedicated faculty, staff and administration - all working together to help students achieve their goals.

With competitive salaries and benefits, great locations, and opportunities for further development, NIC provides a healthy, positive work environment to over 400 people. Join the NIC community and help create a workplace that inspires personal growth and empowers individuals to achieve their full potential.

Applications are currently being accepted for the excluded administrative position of:

Manager, Student Life

Location: Comox Valley
Department: Director, Student Affairs
Posting #: 101768
Closing Date: Open Until Filled
Status: Admin-Regular

Position Summary

Reporting to the Director, Student Affairs, the Manager, Student Life is responsible for student affairs including student orientation, residence liaison, student case management, student employment services, early intervention, support and leadership for health and wellness initiatives, recreation programming, student judicial affairs, and sexual violence & misconduct prevention, education and response.

This position is part of the Student Services administrative team and enacts college policies and procedures related to student conduct, sexual violence and misconduct and risk assessment and prevention primarily at the Campbell River and Comox Valley Campuses, but not limited to these regions.

The manager will establish training and education opportunities for faculty, staff and administrators related to sexual violence and misconduct prevention and student conduct policies and procedures. The position will be a first point of contact for faculty regarding student concerns and will provide policy guidance and mediation where deemed appropriate.

The manager will provide support and leadership for stakeholders towards establishing healthy campus initiatives where feasible which act to enhance student success at the institution. This position ensures that student needs are identified, understood and met where possible through collaboration.

The position regularly collaborates with deans, department chairs, faculty, counsellors, department of accessible learning services, elders, educational and aboriginal advisors and other college administrators to proactively resolve issues and connect students to supports.

The manager promotes and creates a positive campus climate, to foster trust and provide campus stability, and to support campus objectives and the overall vision and mission of the college.

Education & Experience

- Master's degree, or clearly articulated equivalent, in an appropriate area of specialization, from a recognized, accredited institution.
- A minimum of three years' direct experience in a post-secondary, Student Affairs department, that includes a comprehensive understanding of the complexity of the college community, including direct experience with judicial and student conduct issues. Including recent, relevant, and effective administrative experience at a post-secondary institution.

Skills & Abilities

- Strong interpersonal and cross cultural communication skills
- Experience working with students from diverse backgrounds
- Strong mediation and facilitation skills
- Demonstrated successful ability to manage and work with interdisciplinary teams
- Proven ability to exercise impartiality, discretion, good judgment, sensitivity, prudence, critical thinking, and ability to make sound decisions in a high-pressure environment with multiple, shifting priorities.
- Excellent knowledge of policy administration and disciplinary adjudication.
- Excellent conflict resolution, negotiation, investigative techniques and report writing skills, including certification in conflict resolution training
- Demonstrated experience working with risk/threat assessment teams, including certification by a recognized training agency in threat/risk assessment and intervention
- Training in Sexual Violence & Misconduct investigations
- Excellent research and analytical reasoning skills.
- Proven ability to work independently, to maintain confidentiality, and to initiate action on matters relating to Student Affairs.
- Experience with an integrated Student Information System
- Demonstrated Competencies working with current Microsoft software and databases
- Demonstrated experience managing an operating budget.
- A personal commitment to an open and consultative communication style.
- Valid BC Driver's License

Please visit <http://careers.nic.bc.ca> for further information on how to apply to posting #101768.

We wish to thank all applicants for their interest, however only candidates selected for interview will be contacted.