

Special Appointee – Program Developer (Continuing Studies & Executive Education)

POST: August 8, 2018

CLOSE: Open until filled

POSTING NUMBER: fe-ced-spec-2018-1961

EMPLOYMENT DETAILS

Position Type

Non-regular

Workload Amount

4 – 6 sections

Appointment Date

September 1, 2018

Salary

Faculty Scale

Location

North Vancouver Campus

Internal / External Applications:

This position is open to any qualified candidate

CLASSIFICATION DESCRIPTION

Nature & Scope of Work

Develop, plan, and implement non-credit offerings for the Continuing Studies & Executive Education (CSEE) division of the University. Responsibilities will include program design and development in all areas of CSEE offerings. A key emphasis will be placed on designing and developing custom programs for domestic and international organizations and groups of learners – from high school students, to working professionals/managers.

- Identify market-driven programming opportunities, and identify subject-matter experts to deliver these programs
- Recruit and hire instructors
- Work with subject matter experts (facilitators/instructors) to develop the program outline and give input to specific curriculum development as required
- Assist in preparing brochure copy for the CSEE calendar, liaising with the course instructors and the CSEE marketing team
- Make recommendations for the marketing and promotion of CSEE open enrolment offerings
- Under the direction of the Director of CSEE, oversee the development of budgets and forecasts for open enrolment courses
- Oversee evaluation and quality control to ensure that a high standard of instruction and instructional support and services are in place and maintained and that student learning outcomes are met
- Designs evaluations, needs assessments and leadership competency assessments as required
- Delivers/teaches sessions as required
- As required, identifies areas for collaboration within the university and externally, and liaises with and develops partnerships with faculties and external associations or groups for the development and delivery of CSEE custom and open enrolment programming
- As required, may establish and oversee program advisory committees for some program areas
- Other duties as required and in keeping with the job classification

- This position reports to the Director of CSEE

Qualifications & Experience

Proven experience and track record in developing programs for adult learners that successfully meet the stated learning outcomes, and a proven ability to liaise effectively with internal and external stakeholders such as community groups, business, industry and students; strong financial management skills and good overall entrepreneurial skills. In addition to content specific expertise, applicants must have excellent communication (written and oral), negotiation and organizational skills, and the ability and willingness to work as part of a team. Master's degree in Adult Education or equivalent Master's required.

- Minimum five years' required experience and in designing, developing, launching and managing non-base funded cost-recovery and for-profit courses and programs and/or programs in a corporate training context
- Experience in a University or College Continuing Studies is preferred
- Effective interpersonal, communication, and negotiation skills, with the ability to work independently under minimal supervision and to effectively work in a highly team-based environment
- Experience in conducting learning needs assessments and gap analyses
- A proven track record in successful project management and time management
- Goal oriented, and proven project management and time management skills
- Proven track record liaising effectively with community groups and/or the business community (depending on the specific position) as well as faculty/subject matter experts and university administration

HOW TO APPLY

Interested applicants should submit their cover letter, resume and proof of education quoting the posting number to Continuing Studies & Executive Education at Capilano University by **4:00 PM** on the closing date. Applicants, please submit your cover letter, resume and proof of education documents in pdf or .doc format **only** if submitting via e-mail.

E-mail: delzeenkatrak@capilanou.ca (Delzeen Katrak, Assistant to the Director, CSEE)

Mailing Address: Continuing Studies & Executive Education (CSEE)
Attention: Delzeen Katrak, Assistant to the Director, Continuing Studies & Executive Education
Capilano University
2055 Purcell Way,
North Vancouver, BC V7J 3H5

*We thank all applicants for their interest; however, **only** those selected for an interview will be contacted.*