

EMPLOYMENT OPPORTUNITY

Director, University Governance Governance Office

MacEwan University inspires students with a powerful combination of academic excellence and personal learning experiences – ours is a connected culture that focuses on learner-centered teaching, and on providing opportunities for students to grow and achieve.

The university provides a transformative education in a creative, collaborative and supportive learning environment. 19,000 full- and part-time students are enrolled in more than 65 programs: four-year undergraduate degrees, applied degrees, university transfer programs and one- and two-year diploma and certificates. Additional offerings include university preparation, English as an Additional Language, professional and personal development courses and workshops, corporate training and the Conservatory of Music.

Opportunity

The Governance Office of MacEwan University supports both the Board of Governors and the Academic Governance Council (AGC). The Board manages and operates the university within its approved mandate, establishing policies to govern the affairs of the University, while AGC is responsible for academic standards, integrity, policies, programs, as well as scholarship, research, and creative activities at the University.

MacEwan University has an exciting full-time continuing opportunity for a Director, University Governance who will lead a team of governance assistants with a view to achieving the effective operations of the university's Board of Governors and AGC through document preparation, research, coordination, effective communication, and expert support.

Reporting to the General Counsel and Vice President, Governance, Diversity and Inclusion, the successful candidate will work closely with the respective Chairs of the Board of Governors and AGC, the university's executive team, and other faculty and staff in order to provide expert governance support for the Board and AGC and their subsidiary bodies. The successful candidate will respond to the needs of the Board and AGC, and ensure that the governance activities satisfy all relevant legislation (including the *Post-secondary Learning Act*), policies, procedures, regulations and guidelines, and follow a best-practices approach.

Position Requirements

The successful candidate will have the ability to provide strategic leadership and management, research, and resource support for the purpose of ensuring effective governance across the institution. The position requires the expertise to comprehend, interpret, and apply relevant legislation, and have the ability to serve in many capacities, responding to multiple and sometimes conflicting demands while safeguarding the neutrality of the position. The candidate is self-motivated, adaptable, flexible, able to demonstrate discretion and sound judgment, and have exceptional attention to detail. The successful candidate will work well in a team and have an aptitude for conflict management, critical thinking and problem solving.

Occasional evening work for meetings and special events is required.

Qualifications

At a minimum, the successful candidate will have a bachelor's degree in a related field, combined with eight years of institutional governance administrative experience, preferably in the post-secondary sector, and three years leadership experience. Equivalencies may be considered.

Expert technical skills are required including demonstrated knowledge and experience with Microsoft Office Suite and Adobe Acrobat Pro. A working knowledge of PeopleSoft, Site Studio (website), and portal technology would be of value. Experience with records management, communications and research techniques is an asset.

Benefits

Members of the MacEwan University team enjoy a competitive salary and a total compensation package that includes generous vacation time, secure pension plan, an excellent benefits package, effective recognition and retention programs, continuous learning culture, and opportunities for career growth.

For general inquiries, please contact careers@macewan.ca.

How to Apply:

Please be advised that only applications received electronically will be considered. To apply, go to www.macewan.ca/careers and select the job posting.

All applications will be reviewed. Only select candidates whose qualifications and experience most closely meet MacEwan's University's needs will be selected for interviews, and only those selected for interviews will be contacted.

This position is included under the Out of Scope employee policy.

Employment Category: Full Time Continuing

Salary Range: Commensurate with education and experience

Closing Date: February 9, 2018

Quote Competition No: 18.01.021

Personal Information Collection Notification (FOIP)

Applicant personal information is collected under s.33(c) of the Freedom of Information and Protection of Privacy Act, for the purpose of recruitment at MacEwan University. Questions concerning this collection should be directed to the: Information Management and Privacy Coordinator, MacEwan University, 10700 - 104 Avenue, Edmonton, AB T5J 4S2; tel.: 780.497.5423.