

Executive Director, Operations & Administration School of Continuing Studies

York University (York U) welcomes applications and nominations for the position of Executive Director, Operations & Administration in the School of Continuing Studies. Launched in 2015, Continuing Studies at York U has—in less than five years—become one of the largest in the country. Among other points of distinction, the School is recognized for its unique cohort programs, innovation across curricula, and its instructors who continue to have an indelible impact on the lives of learners. With plans to construct a \$62M self-funded building for occupancy 2021, this is a particularly exciting time for an ambitious and forward-looking leader to contribute to the School's ongoing development.

The Executive Director is chief administrative officer, and is responsible for providing leadership and direction to the School's financial, administrative, operations, human resources, facilities, and information technology functions. As the School continues to experience an upward trajectory, to be successful in the role the Executive Director must thrive in a setting accustomed to change and must be skilled at supporting teams to keep pace with accelerated growth. While the incoming Executive Director must be nimble, entrepreneurial, and strategic, with the volume of stakeholder interconnections and in a unionized setting, they must also be adaptable and have a high degree of patience.

This is a newly-created role. As was the case when the Inaugural Assistant Vice-President, School of Continuing Studies joined the institution, the Inaugural Executive Director must be a builder—someone with the capacity to lead the development of operation and administrative services in a rapidly growing environment, while maximizing efficiency and effectiveness and enhancing a culture of engagement. The ideal candidate is analytical and detail-oriented, and must effectively supervise large budgets and complex projects (including projects that relate to the assessment, planning, and implementation of technology). Reporting to the Inaugural Assistant Vice-President for Continuing Studies, the Executive Director must be a seasoned administrator with strong interpersonal and written communication skills. They must bring forward creative ideas and solutions that align with institutional goals, and should be inspired to make their mark. The successful candidate possesses a graduate degree, preferably in business with a designation in a relevant field, or the equivalent combination of education and experience.

Enterprising, ambitious, dynamic, and truly global: these are but a few words that capture the character of Canada's 3rd largest university. Home to 53,000 students and 7,000 faculty and staff, the York U community is dedicated to academic excellence and tackling the most pressing challenges of our time. With 11 Faculties, 24 research centres, and partnerships with approximately 280 universities worldwide, this is an exciting chapter for York University as it continues its impressive growth trajectory. To learn more about the institution—currently celebrating 60 years—visit <http://www.yorku.ca>.

York University is an Affirmative Action (AA) employer and strongly values diversity, including gender and sexual diversity, within its community. The AA program, which applies to Aboriginal people, visible minorities, people with disabilities, and women, can be found at <http://acadjobs.info.yorku.ca/> or by



calling the AA office at 416-736-5713. All qualified candidates are encouraged to apply; however, Canadian citizens and Permanent Residents, and others legally entitled to work in Canada for York University will be given priority.

Applicants wishing to self-identify can do so by downloading, completing and submitting the forms found at: <http://acadjobs.info.yorku.ca/>. Please select the "Affirmative Action" tab under which forms pertaining to Citizenship and AA can be found.

In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), accommodation will be provided by both Odgers Berndtson and York University throughout the recruitment process to applicants with disabilities.

Consideration of candidates will begin May 2019, with the new Executive Director to take office as mutually agreed. Inquiries or applications should be directed, in confidence, to Jason Murray or Laura Brannan at yorkuedao@odgersberndtson.com.