A UNIVERSITY WITH EYES HIGH

The University of Calgary is one of Canada’s top comprehensive research-intensive institutions, with 25,000 undergraduate and 6,000 graduate students in 14 faculties, 13,000 adult learners per year in continuing and non-credit programs, 85 research institutes and centres, and 6,500 faculty and staff members. Eyes High is the University of Calgary's strategic direction, a bold and ambitious vision to become one of Canada’s top five research universities, grounded in innovative learning and teaching and fully integrated with the community of Calgary, by the university’s 50th anniversary in 2016. The University of Calgary is guided by determined leadership that is energized and focused on its goals.

At the University of Calgary, we continually strive to optimize and increase our resources. With a consolidated budget of more than $1.2 billion, which includes an annual operating budget of just over $745 million and research revenues of over $325 million, the University of Calgary is among Calgary's largest employers. We have raised our global profile, enhanced the quality of undergraduate and graduate programs, promoted innovation and excellence in scholarly activity, and provided significant returns to the community and economy both locally and beyond.

Through determined leadership that is energized and focused on its goals, the University of Calgary is raising its sights even higher through the Eyes High vision and strategy. For more information visit: www.ucalgary.ca/eyeshigh.

CONTINUING EDUCATION – GOOD THINKING

Continuing Education at the University of Calgary provides high-quality educational opportunities to lifelong learners – strengthening communities, industry and the University. Each year Continuing Education serves nearly 13,000 adult learners and offers more than 1,000 online, blended and in-person non-credit courses taught by hundreds of instructors who are experts in their fields. Certificate programs, professional designations, customized corporate training and programs that ladder toward degrees provide a myriad of opportunities for adults to engage in learning that propels their passions and their careers. We have an extensive range of educational offerings in over 50 areas of interest ranging from Art to Travel Study, full- and part-time English as a Second language programs as well as 48 certificate and professional designations.

Continuing Education provides high-quality lifelong learning opportunities that help people develop the full range of their human potential: their knowledge, skills, self-awareness, and understanding of others. When people take adult and continuing education courses they become better able to contribute to the families, organizations, and communities in which they live and work.
CONTINUING EDUCATION – A GREAT WAY TO BOOST OR SHIFT CAREERS

In addition to gaining experience from working on the job, people often require new knowledge, skills and certifications to achieve their career aspirations. We offer a venue for taking on a new challenge. Continuing Education can provide a flexible environment enabling students to take courses while maintaining full-time employment.

As the Director of Continuing Education, you will aspire to connect students with innovative teaching delivery from expert instructors that will help propel people’s careers. You will be the unit’s key conduit in connecting with the business community to understand their professional development needs. The Director will leverage expertise in adult education to develop curriculum and programming that helps learners discover their true professional potential.

BACKED BY AN ENGAGED AND COMMITTED COMMUNITY

Calgary is a world class city, and world class cities demand a great university. The Calgary community is supporting the University of Calgary to achieve its Eyes High goals. A global center of the energy industry and a prosperous, fast-growing city, Calgary has the youngest and most educated population of any major city in Canada (Calgary Economic Development, 2009). Calgarians, residents of one of the most livable cities in the world, are known for their entrepreneurial spirit and for supporting their community. They are generous with their time, talents, and financial support to ensure the University is successful.

A STRONG, DECISIVE, AND INCLUSIVE LEADER

As Director of Continuing Education, you will be instrumental in reaching our Eyes High goals. You will embody the passion, pride, and ambition of Continuing Education and of the University. With your administrative and business acumen and your ability to communicate and collaborate, you will be Continuing Education’s chief advocate and relationship builder. In all of this work, you will inspire a talented Continuing Education team in a work environment that fosters collaboration, respect, integrity and compassion.

Your visionary and empowering leadership experience prepares you to elevate this unit to achieve even broader ambitions. As their leader, you will invigorate the highly functional unit’s hunger and competitive spirit to drive innovative educational offerings and develop next practices in continuing education. This is an opportunity to encourage an aspirational atmosphere that challenges the perceptions of what is possible in adult education.
- IT IS NOW TIME TO RAISE OUR SIGHTS EVEN HIGHER -

KEY ACCOUNTABILITIES

Reporting to the Provost and Vice-President (Academic) and working as part of the Extended Deans’ and Senior Leadership Teams, you will:

- Be responsive to the external environment, our learning community and our partners through the continuous improvement of an exceptional learning experience for adult learners

- Lead the unit in offering relevant and innovative programs

- Build on the successes already achieved in further realizing the unit’s potential

- Seek new opportunities and develop ‘next practices’ in continuing and adult education while remaining fiscally responsible

- Work with your team and collaborate with other academic, community and business leaders to create innovative programs, credentialing and partnerships

- Further drive Continuing Education’s reputation by attracting and engaging a diverse student body

- Strengthen revenue generation of the unit through the continued development of innovative curriculum and entrepreneurial lines of business

- Champion recruitment, mentorship, recognition, equity and the building of an inspired and cohesive working community

- Oversee the development and implementation of frameworks, policies and initiatives that promote a culture of excellence, transparency, collegiality and collaboration that impacts all aspects of the unit and the University’s Eyes High vision

- Lead and mentor a strong administrative management and support team by sustaining an effective and transparent organizational structure that ensures the unit is well-run and its educational offerings are of the highest quality

- Assume significant external responsibilities, including building and strengthening local, national, and international relationships with partner institutions and businesses, while maintaining an active and visible presence within the unit and on campus
CANDIDATE PROFILE

The ideal candidate:

- Has earned a graduate degree (PhD preferred) and has experience as an adult education practitioner
- Has a deep knowledge of the opportunities and challenges facing adult and/or continuing education
- May be eligible for an academic appointment
- Has at least five years of leadership experience in continuing or adult education, training or development in relevant academic and/or business administration in sectors such as universities, colleges, private industry and/or other relevant organizations
- Has a demonstrated ability to lead change, inspire, engage and partner with faculty, students, staff, administrators and the larger community in strategic initiatives, and work across disciplines to achieve strategic objectives. Also has a reputation as a bold advocate with a demonstrated ability to build relationships with multiple internal and external stakeholders
- Is a strong and clear communicator who has built trust through integrity, collaboration, openness and transparency
- Has demonstrated strong administrative and business management skills
- Displays an ability to operate effectively within a shared-governance\(^1\) structure
- Demonstrates superior leadership, coaching and mentoring skills with the ability to delegate effectively
- Cultivates an inclusive environment in which students, faculty and staff feel a sense of community
- Has a demonstrated track record of community service

---

PERSONAL CHARACTERISTICS

The ideal candidate is:

- A highly energetic and engaged leader who clearly outlines and follows up on his or her expectations of others
- Strategic, visionary, pragmatic and decisive
- Ethically uncompromising
- Business-minded and fiscally responsible
- Open, transparent, collaborative and adaptable
- Socially and politically astute

FOR ADDITIONAL INFORMATION

- http://www.ucalgary.ca/provost/activities/senior_leader_searches
- http://conted.ucalgary.ca
- http://www.lifeincalgary.com/

- To explore this opportunity further in confidence, please call the search consultants, Tim Hamilton, Brian Mellor or Kenny Gregor at 403-410-6700.

Timothy J. Hamilton  Brian E. Mellor  Kenny J. Gregor
Partner  Associate Partner  Associate

The University of Calgary welcomes diversity and encourages applications from all qualified women and men, including persons with disabilities, members of visible minorities, and Aboriginal persons.