

POSITION PROFILE: ASSOCIATE VICE-PRESIDENT (GRENFELL CAMPUS) STUDENTS AND ACADEMIC

1.0 THE OPPORTUNITY

Grenfell Campus, Memorial University of Newfoundland, is seeking an exceptional individual with excellent leadership and administrative ability to be the Associate Vice-President (Grenfell Campus) Students and Academic.

As a member of the Senior Executive Team at Grenfell Campus, this is a full-time 3-year appointment with opportunity for reappointment following a successful review. The candidate shall hold a tenured academic position at the rank of Professor or Associate Professor with academic administrative experience.

The position will oversee

- Recruitment (domestic and international) Office
- Student Services and Retention
- Registrar's Office
- Internationalization
- Ferriss Hodgett Library

This position is primarily concerned with recruitment and retention. This position will assist the deans with academic support and maintain a campus-wide perspective on academic issues. This may include liaising with Faculty Relations on union matters and co-ordinating academic issues amongst schools.

This position will facilitate the continued growth of an international presence at Grenfell, help in co-ordinating the work of the Internationalization Working Group at Grenfell, and liaise with the Internationalization Centre at Memorial.

In addition, this position may be involved with directing other initiatives deemed important to the campus or the university.

2.0 GRENFELL CAMPUS, MEMORIAL UNIVERSITY OF NEWFOUNDLAND



Grenfell Campus, Memorial University of Newfoundland, was founded in 1975 and has gained a reputation for high-quality education in Schools of Arts and Social Science; Fine Arts, Science and the Environment, and Nursing (in collaboration with Western Regional School of Nursing). It currently has about 1300 students and offers 19 degree programs.

Memorial University of Newfoundland is a multi-campus, multi-disciplinary public teaching/research university committed to becoming one of the most distinguished public universities in the world. Memorial University strives for national and global impact, all the while recognizing its special obligation to provide access to university education for the people of the province and to contribute to the social, cultural, scientific and economic development of Newfoundland and Labrador. Memorial University is home to more than 18,500 students and has produced nearly 85,000 alumni whose influence is felt all over the world. It has major presences in five locations in Newfoundland and Labrador: (two campuses in St. John's, one in Corner Brook, a marine station and research facility in Norris Point and an institute in Happy Valley-Goose Bay). Internationally, Memorial has a campus in Harlow, England.

Students at Memorial are supported by approximately 900 faculty members and a staff of more than 2,000. The university annual budget exceeds \$400 million. More specifically, Grenfell Campus has approximately 300 faculty and staff and an independent annual budget of approximately \$30 million.

Grenfell Campus enjoys a collegiality among faculty, staff and students that stems from its small size, all the while benefiting greatly from being a campus of Memorial University as a whole. Teaching and learning, research and engagement all are supported by the university's frameworks and strategies.

1. mun.ca/vpacademic/TLF_May_2011_FINAL_Framework.pdf
2. mun.ca/research/explore/framework/research-strategy-senate-endorsed.pdf
3. mun.ca/research/explore/srip/

4. mun.ca/publicengagement/memorial/framework/

Grenfell's Ferriss Hodgett Library has more than 1,000,000 volumes and access to the Queen Elizabeth II library on the St. John's Campus that houses over 5,000,000 volumes. The Memorial University library system has the largest collection of online resources in Atlantic Canada.

Grenfell Campus is in the process of implementing its strategic plan, vision 2020. <http://www.grenfell.mun.ca/vision-2020>. The campus has recently seen the development of a school and decanal administrative structure, a campus office of engagement, development of environmental labs, and a M.Sc. in boreal ecosystems and agricultural sciences. Grenfell Campus is committed to contributing to the western region of this province and beyond through innovative teaching and learning. This provides for an educated citizenry and skilled labour force through curiosity-driven and applied research, and through meaningful, respectful and mutually beneficial engagement.

3.0 CORNER BROOK, NEWFOUNDLAND AND LABRADOR



Grenfell Campus is located in the City of Corner Brook (cornerbrook.com) on the west coast of the island of Newfoundland. The City of Corner Brook is the largest community in western Newfoundland, and is the main government and service centre, including a large regional hospital. The majority of the region's residents travel to Corner Brook to shop, work or go to school. This port city, which is visited by cruise ships and other large vessels, is nestled among the rugged natural beauty of the Long Range Mountains. The city overlooks the Bay of Islands, affording a spectacular view of the Blomidon Mountains. It is located about 700 kilometres west of the capital city of St. John's; 80 kilometres from Gros Morne National Park, a UNESCO World Heritage Site; and only 10 kilometres away from Marble Mountain Resort, nationally acclaimed for alpine skiing and snowboarding. Corner Brook is serviced by the Deer Lake Airport, which is a 45-minute drive east of the city, and Stephenville Airport, which is about one hour south.



Corner Brook offers a range of eateries, pubs, galleries and a dynamic local arts scene. With its tree-lined streets, parks, and a well-developed system of local hiking, jogging, and cycling trails, Corner Brook has a reputation of being safe and friendly with excellent recreational and cultural facilities.



4.0 OTHER DUTIES AND RESPONSIBILITIES

- To promote the teaching and learning framework, including oversight of the teaching and learning fund and liaise with the teaching and learning chair
- To support indigenization efforts on the campus
- To support the deans with academic and staffing issues among schools
- To chair and lead the Strategic Enrolment Management Committee
- To engage with other AVPs and senior leaders across Memorial University Campuses
- To respect the special obligation the university has to the province of Newfoundland and Labrador

- To maintain a strong relationship with the Grenfell Campus Student Union
- To ensure the effective administration of policies related to all students at Grenfell Campus

5.0 CANDIDATE QUALIFICATIONS

- A doctoral degree
- The candidate shall hold a tenured academic position at the rank of Professor or Associate Professor with academic administrative experience
- Demonstrated effectiveness as a leader and an administrator within a university/post-secondary setting
- Outstanding communication and interpersonal skills
- Experience providing collegial, effective and transparent leadership in relation to students, staff and faculty
- Experience with enrolment management, recruitment and retention activities

THE IDEAL CANDIDATE WILL HAVE

- Experience with budgets and the management of revenue and expenses
- Experience with internationalization in an academic setting
- Experience with the application of collective agreements
- Experience in an intercultural setting and a commitment to equity and diversity
- Experience in change management and associated skills in conflict resolution

Letters of applications and/or nomination should be accompanied by the candidate's *curriculum vitae* and the names of at least three referees. The deadline for applications is February 10, 2017. Interviews will take place first week of March for short-listed candidates.

Applications should be sent in confidence to:

Dr. Mary Bluehardt

Vice-President (Grenfell Campus)
Grenfell Campus, Memorial University of Newfoundland
University Drive
Corner Brook, NL A2H 6P9

Email: vpoffice@grenfell.mun.ca

This position is only open to candidates who hold an academic appointment at Memorial University.

Memorial University is strongly committed to employment equity and especially welcomes applications from all qualified candidates, including women, members of visible minorities, Aboriginal persons, members of sexual minorities, and persons with disabilities. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority.