COLLÈGE AURORA COLLEGE

IDENTIFICATION

Department	Position Title	
Aurora College	Dean, Education, Science and Business	
Position Number	**Community**	**Division/Region**
91-3197	Yellowknife	Academic & Research

PURPOSE OF THE POSITION

The Dean, School of Education, Science and Business is responsible for the overall academic leadership and collaborative approaches to management of the School, with particular emphasis on maintaining academic excellence and integrity. As part of the Academic & Research Division, the School of Education, Science, and Business delivers quality post-secondary education programs and ensures academic programs meet the needs of all students who choose Aurora College and will serve communities throughout the North.

SCOPE

The Dean, Education, Science and Business (ESB) reports directly to the Provost and Vice President Academic and Research.

The Dean provides strategic leadership for the School and holds accountability for all academic and administrative matters pertaining to the associated programs. The position is responsible for ensuring the School fully embraces academic faculty, staff and students at all campuses and research centres.

The Dean oversees all education, science, business, and adult upgrading programs, college-wide, throughout the Northwest Territories (NWT). Programs often involve partnering with southern universities; the Dean assists in building partnerships and associations within Aurora College and with other colleges and universities to produce successful learners qualified to go on to further post-secondary programs or seek meaningful employment. Business, environment, education and upgrading programs may be delivered, dependent upon regional requests, throughout the NWT. The Dean facilitates campus and community-based delivery (including distance education) in collaboration with the Provost and Vice President Academic & Research and other leaders in the Academic unit.

The Dean fosters a positive and inclusive environment that supports the mission, values, goals, and policies of Aurora College and the Government of the Northwest Territories (GNWT) as a whole; is consistent with adult education principles; and is respectful of the many cultures of the peoples and communities of the Northwest Territories (NWT). The position is governed by established Aurora College Policy and Procedures, Code of Ethics and Business and Corporate Plans; the Aurora College Act; GNWT legislation, regulations, policies and guidelines; and Collective Agreements.

The incumbent often faces simultaneous, competing demands with limited resources and must be able to set priorities in an ever-changing environment. The incumbent works with tight deadlines and manages conflicting priorities and regular interruptions. Handles sensitive issues with tact and discretion.

The School of Education, Science and Business, under the Dean's direction, has significant impact on the delivery of credible programming to maintain transfer agreements and academic partnerships; the availability of qualified professionals; the confidence of employers in the field to hire the School's graduates and, by extension, the health and well-being of all residents and communities of the NWT whole.

HUMAN RESOURCES & BUDGET

- Reporting positions (6 or more direct, and 30 or more indirect)
- Annual budget $7 million or more

RESPONSIBILITIES

1. **Leads academic program governance, accreditation, & partnerships.**
    - Leads academic program governance, accreditation, & partnerships for all assigned programs.
    - Provides academic leadership and direction for all assigned programs.
    - Prepares an integrated educational plan for all assigned programs in consultation with faculty, staff, and other Academic leaders.
    - Ensures the resources necessary for effective program delivery are available in all assigned programs and recommends the purchase of new resources.
    - Actively seeks opportunities for development of new programs, consistently reflects on and recommends direction for the sustainability or need for program modification and renewal; and clarify responses to outside organizations while maintaining academic integrity.
    - Ensures all assigned academic programs meet standards identified by national and territorial accrediting bodies, organizations, agencies, and government departments.
    - Initiates, leads, and maintains program-specific accreditations and co-operative arrangements with other post-secondary institutions, accrediting bodies, internship host organizations, and professional agencies throughout Canada in consultation with Provost and Vice President, Academic and Research. Ensures all staff understand the elements of successful working partnerships, including third party reporting requirements.
    - Liaises with other Deans, or other colleagues in similar positions at other institutions to develop/maintain productive working relationships.

- Collaborates and supports divisional leaders on the institution's need for new transfer agreements, implementation of existing articulation agreement(s), and currency of program documents transferability through the provincial Councils/Departments regarding post-secondary transferability and admission.

2. Oversees academic program development, evaluation, and feedback.

- Assigns responsibility for and provides oversight/guidance to any new program proposals developed from within the unit.
- Leads or oversees assessment, review, and evaluation of programs/curriculum within the unit to ensure academic quality and makes the final decision on any resultant actions to be taken in response to assessment outcomes.
- Draws on a variety of assessment measures to carry out productive and practical evaluation of teaching methodology and practice used by instructors in the unit.
- Reviews consolidated student feedback data/trends to determine overall student satisfaction with programs, program delivery, and quality of instruction. Identifies opportunities for improvement and makes final decision on any resultant actions to be taken.

3. Maintains and shares academic expertise with others.

- Remains current in their own academic discipline and/or the fields of adult learning and post-secondary administration more broadly.
- Participates in academic conference presentations, workshops, orientations, seminars, discussion groups, tutorials, and round tables.
- Provides academic mentorship to those working within the unit.
- Encourages faculty within the unit to be innovative in both curriculum development and methodologies of instructing and learning.
- Nurtures a culture of on-going professional development within the unit by encouraging the identification and pursuit of on-going development opportunities, including research projects.
- Lead or actively participate in applied research initiatives that draw on academic expertise and intersect with disciplines relevant to institutional strategic goals, community needs, scholarship of teaching and learning, or territorial priorities.

4. Provides input to and supports student services and student lifecycle processes.

- Collaborates across divisions to ensure the provision of student supports that meet the needs of those enrolled in programs within the unit.
- Attends Convocation.
- Leads the resolution of severe academic misconduct cases when the suspected infraction exceeds the authority of other faculty/staff within the unit.
- Leads and/or delegates the planning of faculty workloads, ensuring compliance to the Collective Agreement.

5. Leads and supervises direct reports.

- Establishes the priority issues for action by others in the unit.
- Ensures all those working in the unit or other applicable stakeholders fully understand and follow all institutional policies that apply to them and comply with legislation.

- Encourages those working in the unit to promote Aurora College' activities in a kind and welcoming manner.
- Promotes workplace safety in all the unit's activities. Ensures staff perform regular safety inspections of any equipment and work locations with timely resolution of safety issues.
- Fosters teamwork and supports the work of staff. Attends, and may help coordinate, team-building functions outside the unit, including Indigenous community, Elders, and Knowledge Holders, if possible.
- Organizes, plans, and leads regular department meetings.
- When applicable, actively seeks constructive input from staff on how to capture and build on the synergies of all three campuses & other regions.
- Develops, revises, and budgets a training plan to map out training requirements for all in the unit, as well as developmental/beneficial training.
- Reviews and approves professional development plans for direct reports and monitors follow-up activities to maintain high standards of performance.
- Ensures all aspects of the recruitment process are carried out according to GNWT and Aurora College policy.
- Ensures all new direct reports are fully oriented to the GNWT, the institution, their positions, and where necessary, to their community.
- Ensures appropriate and consistent action is taken to discipline staff when necessary, using the progressive discipline model. Seeks assistance from the VP Academic & Provost and GNWT Department of Human Resources to enforce discipline and from the President's Office in the event of dismissal.
- Monitors employee performance on an on-going basis and completes annual performance reviews. Coaches and mentors staff as appropriate to improve performance.
- Encourages staff in the department to liaise with those in other departments, and campuses/regions, both virtually and in person.
- Ensures service assignments to staff in the department are appropriately shared.

6. Contributes to the effectiveness, safety, and reputation of the College.

- Develops mid-term (~1-2 years) plans for the unit, ensuring alignment with Aurora College strategy/plans. Provides input and support to the VP Academic & Provost with creation of the divisional and institutional plans.
- Works in partnership with other senior leaders to implement recommendations from the Indigenous Knowledge Holders Council to strengthen and promote Indigenous ways of Reconciliation, Revitalization, and Reciprocity in the development of policies and operational decisions, which foster the success of Indigenous students and staff at Aurora College, and the overall success of the institution.
- Collaborates with other senior leaders to resolve any operational misalignment across departments.
- Participates in an appropriate share (as defined by the VP Academic and Research) of institutional service assignments, such as leading/participating in committees, task forces, and ad hoc projects.
- Develops and monitors budgets and takes corrective action where required.
- Identifies risks as it relates to the unit, escalating to the VP Academic and Research for mitigation when necessary.

- Provides input and pertinent information to others for new initiatives as required.
- Maintains and supports relationships important to the unit by meeting regularly with stakeholders including, but not limited to, Indigenous organizations, regional and community leadership, federal and territorial government divisions, and partners in education, research, business, or industry.
- When asked by the VP Academic & Provost, may represent the institution or Academic division at meetings.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

The scope of the work can involve tight deadlines. Decisions made at this level have long-range and / or cost effects and therefore the expectations associated to this position are high.

Occasional travel by road (and winter roads) or by small aircraft to the three campuses or smaller communities can occur at any time of year. When travelling to communities, the incumbent must be prepared to live and work in a variety of conditions for short periods.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of post-secondary systems, program planning, budgeting process and principles, economic and educational trends, college and client population, northern cultures and politics.
- Knowledge of, and/or the ability to acquire knowledge of organization and structure of colleges and the relationships between the colleges and various partners in communities, both in the North and in post-secondary institutions throughout Canada.
- Knowledge of adult education principles, theory, best practices and instructional strategies.
- Knowledge of financial administration legislation, budgeting, monitoring, and reporting on policies and procedures.
- Ability to create/manage budgets.
- Knowledge of northern Indigenous cultures and communities, as it effects adult learning in the Northwest Territories.
- Knowledge of the development, implementation, delivery, and coordination of academic programs/services.
- Demonstrated ability to ensure the balance of Western Eurocentric and Indigenous ways in the post-secondary environment.

- Ability to apply creative, critical, and analytical approaches to program development, innovation, and expansion; problem resolution; strategic planning; researching and organizing.
- Skills in strategic planning; short- and long-term planning; various evaluation procedures.
- Demonstrated ability to establish and maintain effective working relationships with all levels within the institution and with students and to work as part of a senior management team.
- Verbal, listening and written skills to communicate with diverse, cross-cultural groups, chair meetings, make presentations, mediate, influence and persuade.
- Excellent interpersonal skills and the ability to work in a team environment.
- Ability to implement innovation and change within a unit and across a division.
- Computer skills including Microsoft Office, e-mail, Internet, and basic office equipment.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace.
- Skilled in research methods, research project development and implementation, needs assessments and program evaluation and management.
- Skilled in proposal development; project implementation and evaluation; report writing.
- Skills relating to leadership, motivational theory and effective practices; team building, relationship building with both staff and students; networking.
- Human resource management skills and the ability to mentor, evaluate and motivate staff.
- Knowledge relating to connecting theory and practice of instruction in BEE&AU related programs.
- Knowledge of curriculum development in the fields of BEE&AU related programs.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

- Completion of a Graduate degree in a related field to areas of instruction (e.g. Business, Education, Arts, Science)
- 7 years' work experience in a Business, Environment, or Education related field/industry outside of post-secondary education
- 7 years' experience in one or more post-secondary organizations that includes both: (1) an instructional role with program/curriculum development responsibilities, and (2) and at least 3 years of relevant post-secondary leadership experience in a team environment.
- Candidates must also clearly demonstrate 5 years work experience with Indigenous communities in northern and/or rural remote environments.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Position Security (check one)

☐ No criminal records check required
☐ Position of Trust – criminal records check required
☒ Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

☐ French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

READING COMPREHENSION:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

WRITING SKILLS:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

☐ French preferred

Indigenous language: Select language

☐ Required

☐ Preferred

CERTIFICATION

Title: Dean, Education, Science and Business
Position Number: 91-3197

Employee Signature	Supervisor Signature
Printed Name	Printed Name
Date *I certify that I have read and understand the responsibilities assigned to this position.*	Date *I certify that this job description is an accurate description of the responsibilities assigned to the position.*
Nora Houlahan 	August 7, 2026
Deputy Head/Delegate Signature	Date
I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.	

The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.