

Dean of Student Life

Quest University Canada seeks a Dean of Student Life to oversee the strategic direction, planning, implementation, management, and evaluation of student life consistent with the University's mission, vision, values, and strategic direction. The Dean of Student Life is a member of the Executive team and is responsible to the Board of Governors for the leadership and management of the University.

Requirements

- Master's degree in Education, Counseling, School Administration or comparable field
- Minimum of 5 years post-secondary experience working in educational administration
- Clear, precise and effective oral and written communication skills
- Ability to exercise discretion, use independent judgment, and maintain confidentiality
- Strong leadership, excellent interpersonal skills, and superior problem-solving abilities
- Highly responsible, reliable and ethical
- Demonstratable commitment to diversity, equity and inclusivity
- Highly motivated self-starter, able to work in a fast-paced environment
- Ability to work days, nights, and weekends; when necessary
- An awareness and knowledge of Quest University Canada

Essential Functions

Executive Team Membership

- uphold the University's integrity, standards, transparency and service quality to enrich and integrate student life as a fundamental part of the Quest experience;
- articulate and deliver a forward-thinking and innovative vision for student life, engagement and affairs across Quest's internal and external stakeholders; ^[L]_[SEP]
- build and strategically develop strong, creative and co-operative working relationships with all members of the Executive team to ensure the integration of student life matters into University wide planning;
- build and strategically develop strong, creative and co-operative working relationships within and across Student Life, Admissions and the Ancillary department;
- respond creatively and proactively to the evolving and rapidly changing post-secondary landscape to best meet the needs of the University and of students;
- develop and implement strategies for effective and ongoing change management to ensure programs and services remain current, innovative, effective and fiscally responsible; ^[L]_[SEP]
- work collaboratively with Quest stakeholders including the Executive team, faculty, staff, students, community members, civic leaders, and higher education officials;

Leadership of Student Life

- oversee the development, implementation and evaluation of policies, procedures, practices, and programs for all aspects of Student Life, including, without limitation, residence life, housing, food services, health and counselling services, career services, accessibility

services, equity and diversity, orientation, graduation, student clubs and groups, co-curricular programs, student events, local programming, campus sustainability, international student services, and international exchange and study abroad programs;

- chair, oversee or participate in university committees as required;
- work collaboratively with the Chief Academic Officer to oversee international exchange and study abroad partnerships, policies, procedures, and practices;

People Leadership

- oversee the hiring, guidance, mentoring, and development of professional staff, and foster an environment of continual learning, continuous improvement, and career development;
- oversee the provision of guidance and support to Quest's students including, without limitation, prompt, fair, and consistent attention their questions, concerns, and complaints;
- ensure that the focus at both internal and external meetings, including committee meetings, and at events associated with Quest reflects, to an appropriate degree, an emphasis on the importance of Quest's students to its success as an institution;

Operational Leadership/Administration

- consult with Quest's faculty about matters related to student life as required;
- as time permits and if required, initiate or participate in campus-wide events and programs, particularly those which are likely to have an effect on student life;
- oversee and be accountable for the budgets of Quest's student life unit and ensure performance targets set for those units are achieved;
- act as the official parent contact for the university;
- oversee the operation of the twenty-four hour emergency coverage that Quest provides for its students and respond to crises that arise in a timely and effective manner;
- Act as Responding Officer as per applicable policies; and
- Oversee non-academic conduct including serving as a point of de-escalation for residence life.

Quest is an independent, not-for-profit liberal arts and sciences university that opened in 2007. Our campus is situated amidst the Coast Mountains in Squamish, midway between Vancouver and Whistler. Built to prepare students for the challenges of the 21st century, Quest's innovative academic program, highly engaged student population, and outstanding faculty are gaining world-wide recognition. Quest offers a competitive salary and a dynamic workplace. *For more information about Quest, visit us online at www.questu.ca.*

To Apply: Email a cover letter and your resume in pdf format to human.resources@questu.ca

Closing date: February 19, 2019

Start date: Spring 2019

*All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. Quest University Canada respects and encourages diversity. **While we thank all applicants for their interest, only those applicants who have been given consideration for an interview will be contacted.***