



ALGOMA UNIVERSITY JOB POSTING

JOB TITLE:	Director - Centre for Social, Cultural, and Economic Innovation (SCEI Centre)
DEPARTMENT:	Office of the Vice President, Academic and Research
POSITION STATUS:	Permanent, Full-Time, Non-Union
SUPERVISION EXERCISED:	CityStudio Coordinator Interns and/or co-op students
SUPERVISION RECEIVED:	Vice-President Academic and Research
LOCATION:	Sault Ste. Marie or Brampton

JOB SUMMARY

A. Direct the Centre for Social, Cultural, and Economic Innovation	50%
B. Administration	25%
C. Networking and Advancement	15%
D. Other	10%

RESPONSIBILITIES

The Director - Centre for Social, Cultural, and Economic Innovation (SCEI) is responsible for the day-to-day management of SCEI, as well as the effective delivery of services and initiatives which support the mission, vision, and values of SCEI and Algoma University, including its Special Mission. The Director will oversee the coordination of community-driven projects through the development of effective leadership strategies for the Centre.

A. Director - Centre for Social, Cultural, and Economic Innovation (50%)

- Actively participates in the provision of leadership, planning, and administrative decision making for the SCEI Centre, including the Centre's strategic priorities
- Champions the tenets of Algoma University's Special Mission, as well as the



ALGOMA UNIVERSITY JOB POSTING

Institution's commitment to honouring Indigenous stories and the Truth and Reconciliation Commission's Calls to Action

- Develops a long-term, multi-year, multi-campus strategic/business plan that shapes the future of SCEI operations, including future expansion of facilities and spaces; identifies project opportunities that integrate Indigenization, decolonization, and reconciliation into program and project development
- Leads the planning and integration of projects created by or affiliated with SCEI within the context of a comprehensive and evidence-based approach to research (including applied research) at the community level
- Develops, coordinates, and maintains policies, standards, guidelines, and best practices as related to projects and tasks associated with the Centre
- Supports scholarship, research, and affiliated activities on and off-campus, as well as quality assurance processes, as required
- In consultation with campus partners and stakeholders, advises the Vice-President, Academic and Research on matters related to the Centre
- Works collaboratively with other University departments and external partners to advance the work of the Centre
- Oversees the management of human, financial, and material resources

B. Administration (25%)

- Manages the project workload of a decentralized team of staff, students, and stakeholders across multiple campuses
- Strategically analyzes and manages issues and initiatives, and provides timely advice to the Executive Leadership Team
- Budget management, including achieving the financial targets associated with the development of the Centre

C. Networking and Advancement (15%)

- Builds partnerships and relationships with internal and external stakeholders, which includes the development and implementation of effective public engagement strategies that take a collaborative approach to community-level issues and trends



ALGOMA UNIVERSITY JOB POSTING

- Collaborates with the Director of Strategic Advancement to identify and manage fundraising initiatives critical to maintaining the Centre's network and its relevant projects
- Leads and executes effective process management by facilitating connections and opportunities for Centre growth, such as events, meetings, webinars, workshops, etc.
- Builds internal engagement capacity, knowledge, and competency to increase awareness of the Centre within the university setting while also fostering relationships with staff, faculty, and administration
- Establishes and continues to network with industry contacts in three different communities (Sault Ste. Marie, Brampton, and Timmins) to advance institutional priorities and partnerships

D. Other (10%)

- Other duties as assigned by the Vice-President Academic and Research

WORKING CONDITIONS

- **Physical Effort Required** (*minimal*)
 - Sitting (extended periods), standing (while presenting), walking (minimal), bending, lifting (15 lbs), keyboarding (considerable time).
- **Physical Environment** (*minimal*)
 - Minimal exposure to noise, odours, and difficult clients.
- **Sensory Attention** (*considerable*)
 - Attention to detail, multi-tasking, high-paced and deadline driven, work efficiently with distractions and interruptions.
- **Mental Stress** (*moderate*)
 - High paced, deadline driven, high level of responsibility for accuracy of work, working hours can be irregular due to meetings and special functions, working collaboratively, cross-departmentally and cross culturally.



ALGOMA UNIVERSITY JOB POSTING

MINIMUM QUALIFICATIONS

- A Master's degree in a field related to the duties of the position is required; a Ph.D. is preferred. An acceptable combination of education, training, and experience related to the position may be considered, particularly in instances of lived experience as a marginalized individual
- Sound knowledge of issues, emerging trends, policies, and legislation that affect Ontario post-secondary institutions
- Strong diplomacy, consensus-building, and collaborative skills to see through ideas from brainstorming to realization
- A track record of meeting or exceeding targets
- At least five years of progressive management and leadership experience within an employment equity framework, including the ability to foster a work environment founded in anti-oppression, anti-racism, and anti-discrimination ideology
- Experience managing the work of individuals across multiple work locations while effectively addressing shifting priorities and competing interests
- Experience with and knowledge of the design and delivery of project management/support services
- Will be required to travel to various work locations and provide own transportation

Please submit a resume and cover letter (combined PDF) to hr@algomau.ca no later than 4:00 p.m. on Monday, August 16, 2021.

Algoma University is strongly committed to fostering diversity and inclusivity within our community and is an equal opportunity employer. The university invites and encourages applications from all qualified individuals who would contribute to the further diversification of our Institution, including equity-seeking groups that are traditionally underrepresented in employment (Indigenous peoples, racialized persons, women, persons with disabilities, and 2SLGBTQQIA+ persons).

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, upon request, accommodation will be provided by Algoma University throughout the recruitment, selection, and/or assessment process to applicants with disabilities.



ALGOMA UNIVERSITY JOB POSTING

Please note that the successful candidate will be required to provide a Police Vulnerable Sector Check as a condition of employment.

This position is open to all qualified applicants, although preference will be given to Canadian citizens and permanent residents of Canada.