



Description of the College & Navitas

Fraser International College (FIC), in association with Simon Fraser University, offers university pathway programs to international students and is based on the campus of Simon Fraser University in Burnaby. FIC is managed by Navitas Limited with colleges in Canada, the USA, Australia, Singapore, New Zealand, and the United Kingdom.

Navitas is a global higher education organization that has partnered with more than 30 universities for over 20 years to increase access to higher education and prepare international students for future success. Our collaborations accelerate our partner universities' internationalization goals resulting in a stronger, more diverse international student population; improved academic outcomes; increased global profile for the institution; and sustainable revenue streams for reinvestment in key areas of the university. North American university partners include Simon Fraser University, the University of Manitoba, University of Massachusetts Boston, University of Massachusetts Lowell, University of Massachusetts Dartmouth, Richard Bland College of William & Mary, University of New Hampshire, University of Idaho, Florida Atlantic University and Virginia Commonwealth University.

Navitas is seeking to employ a **College Director & Principal** to join our team in Burnaby, BC.

TO APPLY:

Please send your cover letter, resume, 3 references in one file to HR-NavitasNA@navitas.com.

Applications will be accepted until **11:59pm Pacific Standard Time on Sunday, February 18, 2018**. Applications may be considered for similar positions.

THE ROLE:

The College Director & Principal is responsible for overseeing the strategic, academic and administrative functions of FIC and to managing a successful business relationship with appropriate people at Simon Fraser University. This role includes but is not limited to: ensuring quality educational outcomes, effectively positioning FIC in the marketplace to ensure maximum growth; and management, mentoring and leadership of the staff. Strategic planning and community liaison are also integral to the responsibilities of this position.

The College Director & Principal is also required to participate in and contribute to the effectiveness of the senior management team of Navitas in Canada.

KEY RESPONSIBILITIES:

- Lead the overall strategic planning function, manage a robust quality assurance regime and provide overall leadership to and management of staff
- Present and maintain a favourable public and external image for the College
- Monitor all aspects of public relations within the Company to ensure understanding by the public, employees and university partner of the Company's goals and activities
- Develop and enhance strategic alliances with the host university and other relevant educational institutions, organisations and groups
- Maintain and improve the College's competitive position through business growth via effective product development tactics
- Embed a rigorous continuous improvement ethos through monitoring and development of products, services and operational aspects of the College based on feedback from customers, regulators and partners
- Oversee admissions requirements and selection procedures to ensure that they are competitive, fair, equitable and ensure access to those applicants who meet the requirements for success whilst remaining true to the aspirations and requirements of the host university
- Monitor academic standards and ensure that the College maintains an appropriate level of quality in the learning programme and academic outcomes according to the needs of all customers, regulatory agencies and the host university
- Manage the overall provision of administrative services to ensure the provision of best practice levels of customer service and care to students and to ensure that all governance and compliance standards are maintained
- Implement operations in accordance with national and local principles, standards and operational protocols and ensure that the College maintains compliance with all aspects of the regulatory and legislative requirements.
- Other duties as required

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:

- Graduate university qualifications, in educational administration or management or related field/s together with extensive (minimum 5 years) managerial experience, preferably in international education
- Demonstrated leadership and management skills at both strategic and operational levels, including effective management of resources, financial and human
- Extensive experience in management and leadership roles, preferably in the university pathway or access programme area
- Highly developed interpersonal, communication, presentation and negotiation skills
- Proven ability to initiate, lead and implement growth strategies and tactics which have made a significant contribution to sustainable business growth – preferably in an educational environment
- Demonstrated ability to innovate and communicate ideas effectively
- Demonstrated experience in the use of, or knowledge of, technology to underpin course development and implementation
- Innovative thinking and proactive organisational and analytical skills and work habits
- Sound knowledge of equal opportunity, equity and workplace health and safety principles and ability to implement them at the strategic and/or operational level
- Proven ability to build a team, embed a culture of creative discipline and provide strong leadership
- Demonstrated capacity to be a team player in an entrepreneurial environment
- An understanding of the Canadian Higher Education sector
- Management experience in an education environment
- Experience in the international student environment
- Ability to legally work in Canada

Desirable Skills

- Experience in a Training environment
- Experience in a multicultural environment
- Experience in a services focused environment

What We Offer

Navitas is an Equal Opportunity Employer. We offer a competitive compensation and benefits package, and are a values-driven employer.

Successful applicants will be subject to relevant pre-employment checks, which may include a Criminal background check and professional references checks.

Please be advised that candidates with the legal right to work in Canada at time of application will be considered.