

## NEW OPPORTUNITY

## DIRECTOR, ENGLISH LANGUAGE CENTRE

DIVISION OF CONTINUING STUDIES  
UNIVERSITY OF VICTORIA  
VICTORIA, BC

*The University of Victoria (UVic) acknowledges and respects the lək̓ʷəŋən peoples on whose traditional territory the University stands and the Songhees, Esquimalt, and WSÁNEĆ peoples whose historical relationships with the land continue to this day.*

The **University of Victoria** is one of Victoria's largest employers and one of Canada's best diversity employers. Together, we are more than 5,000 dedicated faculty, librarians and staff supporting the University of Victoria's innovative academic programs, world-class research and commitment to civic engagement. UVic is a welcoming and collegial community committed to Indigenization and equity, diversity and inclusion in its values and actions.

The Division of Continuing Studies, English Language Centre (ELC) is an award winning institution with over 50 years of designing and delivering innovative English language programming and education for international adult learners from over 38 countries. Averaging 3000+ enrollments per year, the ELC is known for its dynamic programs and exceptional student experience.

The international education landscape is evolving and so are we. Over the past two years, the ELC has launched new online and hybrid programs that offer the same high quality learning that our international learners have come to expect from our campus programs. We are looking for a dynamic, forward thinking, senior administrator to provide strategic and inspired leadership that will build on the successes of our past and opportunities for the future. If you are a creative thinker, strong collaborator and excellent communicator, this is the place for you.

**Job Summary:**

The Director is a senior leader within the Division of Continuing Studies, providing leadership and strategic direction for all aspects of the English Language Centre (ELC) including: international partnerships, academic programs and supports, homestay, sociocultural programs and administration. This position works across the division and the broader university to develop and

promote international programs and strategic partnerships that strengthen our global connections and enhance teaching and learning opportunities.

The ideal candidate will be a collaborative leader with a demonstrated commitment to equity, diversity and inclusion, and Indigenization. They will possess strong interpersonal, communication, and intercultural skills needed to build relationships with internal stakeholders and international partners.

Acknowledging that no individual will likely possess all the qualifications in equal measure, we are seeking candidates with relevant experience in the following areas:

- Strategic planning and budgeting
- Development and delivery of international education programs
- Experience with a immersive in-person, hybrid and online educational formats
- Building strategic partnerships with international institutions, partners, agents and other stakeholders with diplomacy and acuity
- Management and administration of human and academic resources
- Development of proposals and contract management
- Leading an interdisciplinary team of program administrators and teachers
- Interpreting collective agreements
- Developing policies and procedures

The ideal candidate will have a Master's (or PhD) and/or understanding of working in an academic environment. Experience in international education program administration and/or teaching English as an Additional Language (EAL).

The University of Victoria offers a comprehensive package of pension, benefits and salary.

Please refer to the job description for the full job requirements. Apply on the [UVic website](https://uvic.mua.hrdepartment.com/hr/ats/Posting/view/8636) (<https://uvic.mua.hrdepartment.com/hr/ats/Posting/view/8636>).

### **Equity & Diversity Statement**

UVic is committed to upholding the values of equity, diversity, and inclusion in our living, learning and work environments. In pursuit of our values, we seek members who will work respectfully and constructively with differences and across levels of power. We actively encourage applications from members of [groups experiencing barriers to equity](#).

### **COVID19 On-Campus Requirements**

The University of Victoria requires all students, staff and faculty coming to campus to declare their **COVID-19 vaccination status**. Your declaration is confidential and will be stored securely.