



**Operations Manager (FTY 41198)**  
**Faculty of Science, Trades and Technology**

**Location:** London

**Employment Group:** Admin

**Type of Position:** Full-time

**Salary Range:** \$83,443 to \$104,303

**Closing Date:** November 17, 2023

**Working at Fanshawe College**

Fanshawe College is committed to the principles of hybrid work and may offer this option to employees whose work can be performed in an alternate location, without adverse impact to the operations of the College, inclusive of our Student and Staff experience. Confirmation of hybrid work options available to you will be clarified upon hire and may be subject to change based on the duties required of your position. Successful candidates will be required to perform work within Ontario and must be available to work on campus, as required.

**Note:** This is a full-time Administrative position (37.5 hours per week).

**Duties:** Reporting to the Dean, Faculty of Science, Trades and Technology, the Operations Manager is responsible for the administrative operations of the Faculty as it pertains to development, planning and maintaining of budgets, resource allocation and facilities planning in support of the academic learning environment. The incumbent manages the Faculty's financial information including budgets, inter-departmental adjustments, project proposal costing and the processes and documentation critical to audited projects, Faculty operations and policy compliance. The incumbent also provides leadership, direction and guidance to support staff to optimize Faculty performance.

**QUALIFICATIONS**

- Post-secondary 3-year diploma/degree in a related discipline such as Business, Finance, Accounting
- Minimum 7 years' of related, progressive work experience is required at the point of hire into this position
- An equivalent combination of education and/or experience may be considered; preference will be given to applicants meeting the education requirements
- Solid skills and experience in budget planning, forecasting proposal writing, and resource allocation
- Supervisory experience with strong leadership ability
- Excellent problem-solving, customer service and communication skills
- Strong leadership and budget planning abilities, forecasting and resource allocation
- Excellent interpersonal, communication, analytical and problem-solving skills
- Ability to lead and motivate a work team and be a team player
- Ability to manage several projects concurrently while meeting deadlines effectively
- Ability to plan and lead change
- Customer service oriented

**While transcripts are not required for the interview, they are mandatory prior to any offer of employment.**

**How to Apply:**

For more information and how to apply, please visit the Fanshawe College website at: <https://jobs.fanshawec.ca/>

We thank all applicants for their interest; however, only those chosen for an interview will be acknowledged.

**Fanshawe College is an equal opportunity employer. We are committed to equity, value diversity, and welcome applicants from diverse backgrounds.**

**Fanshawe College provides accommodations to job applicants with disabilities throughout the hiring process. If a job applicant requires an accommodation during the application process or through the selection process, the hiring manager and the Recruitment Coordinator leading the recruitment will work with the applicant to meet the job applicant's accommodation needs.**