



Academic Services Consultant (FTY 41390)
Faculty of Science, Trades and Technology

Location: London

Employment Group: Support

Type of Position: Full-time

Hours: 35 hours per week. Monday to Friday 8:00 a.m. to 4:00 p.m.

Pay Details: \$41.12 per hour

Closing Date: July 16, 2024

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 Support position (35 hours per week). Support Staff employees, as defined by the full-time Support Staff Collective Agreement, will be given first consideration.

Duties: Reporting to the Dean, Faculty of Science, Trades and Technology, the Academic Services Consultant provides academic and services support in the execution of strategic initiatives that are aligned with the faculty's business strategy, focusing on the planning, development, delivery, and renewal of academic offerings and services in order to drive key performance metrics and create a best "in-class" client experience.

QUALIFICATIONS

- Post-secondary 3-year diploma/degree in Business, Education, Skilled Trades, Information Technology or related discipline
- Equivalent education may be considered
- Minimum 5 years' experience in an academic setting, such as teaching, open education resources, and distance education, working with Learning Management Systems, or curriculum development and design
- An equivalent combination of education and/or experience may be considered; preference will be given to applicants meeting the education requirements
- Previous experience with the development of business plans, proposals and community relationship building
- Demonstrated experience leading teams and monitoring resources and projects
- Strong analytical, research and organizational skills

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.