



Program Manager (PSF 41457)
School of Public Safety
Faculty of Health, Community Studies and Public Safety

Location: London
Employment Group: Admin
Type of Position: Full-time
Salary Range: \$85,529 to \$106,911
Closing Date: July 23, 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 Administrative position (37.5 hours per week).

Duties: The Program Manager, reporting to the Associate Dean, School of Public Safety, is accountable for identifying, developing, marketing, staffing, supporting and evaluating a number of courses, programs and services offered by the School of Public Safety. The Program Manager is responsible for the effective operation and delivery of courses/programs within the School of Public Safety by working closely with the Associate Dean, program coordinators, professors and support staff within the School as well as other College employees and external stakeholders and partners.

QUALIFICATIONS

- Post-secondary 3-year diploma/degree in a related field
- Master's degree in related field and/or B.Ed. or M.Ed. is an asset
- Minimum 5 years' experience in an academic setting and/or business experience in marketing, sales, or corporate communications
- An equivalent combination of education and/or experience may be considered; preference will be given to applicants meeting the education requirements
- Supervisory experience would be an asset
- Related experience within an academic setting including post-secondary teaching and curriculum development and design would be an asset
- Demonstrated marketing ability with excellent problem-solving, negotiation and communication skills
- Demonstrated administrative background including budget responsibilities and supervisory responsibilities
- Must have excellent interpersonal and organization skills, computer skills
- Project/operational management, leadership and supervisory skills
- Ability to foster a team-based approach to operational planning and problem-solving

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.