



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

L9 P23 R4074 HWY 596 - Box 109

Keewatin, ON P0X 1C0

Job Board Posting



Careers.Indigenous.Link

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REGIONAL CAMPUS MANAGER (NIAGARA)

Job ID	64236-7439	
Web Address	https://careers.indigenous.link/viewjob?jobname=64236-7439	
Company	McMaster University	
Location	Hamilton, ON	
Date Posted	From: 2024-07-25	To: 2050-01-01
Job	Type: Full-time	Category: Education

Description

Regional Campus Manager, Niagara Regional Campus (NRC) Band J
Reports To (Title): Program Manager, UGME
Department, Unit or Project Description: The Undergraduate Medical Education (UGME) is a three-year accelerated MD program that uses a problem-based approach to learning that should apply throughout the physician's career. At present, 222 students are admitted to the program each year (32 per year in each regional campus, the remainder in Hamilton). Postgraduate Medical Education (PGME) is a multi-faceted office that supports over 60 resident and fellowship programs and over 1100 medical learners, ranging from 80 CaRMs matched positions in the Regional campuses plus multiple elective learners rotating at each regional campus each year (approximately 150). The Regional Campus Manager's responsibilities currently include both UGME and PGME learners who are completing their programs within a Regional Medical Education Campus as well as facilitating UGME and PGME learners across the tri-campus network. Their operations also facilitate visiting learners from across Canada. The Regional Campus Manager's actively manage an independent campus, facilitate partner university agreements and activity as well as relationships with local hospitals, partner universities and community organizations and municipal government.

Job Summary: The Regional Campus Manager is accountable for developing, implementing and maintaining the efficient operation of a very large, complex independent McMaster campus operation with multiple functions including McMaster UGME, PGME programs, fee for service facilities, labs and external partnerships. The Regional Program Manager is responsible for the management of the campus physical resources and security of campus buildings within their partner institutions and the shared use of facilities by partners as appropriate. This position calls for independent decision making within a delegated area of authority and for the exercise of leadership in the management of support services. The Regional Campus Manager works closely with the Regional Assistant Dean to ensure the operation of all facets of the regional campus and program activity. The Regional Campus Manager is directly responsible for the leadership/management/supervision of the campus administrative team (approximately 10-15 union staff) to effectively implement and run all UGME, PGME program components. The Regional Campus Manager and the administrative team actively collaborate and coordinate with UGME central team in Hamilton and the regional team at WRC to ensure equity and consistency of programming and learner service and support across all three McMaster campuses.

Accountabilities:

1. Supports campus function and purpose for academic programs (UGME, PGME), partner relationships and agreements, faculty recruitment and development, and community engagement and development. Provide administrative direction regarding the goals and objectives of the campus by examining, reviewing, and assessing long-term as well as immediate and short-term needs. Participates in campus strategic planning, development, implementation and ongoing assessment and communication.
2. Ensures the equitable provision of service and support to faculty, staff and students and sets standards for the quality of the campus's services. Ensures an efficient flow of administrative and information services within the campus, the tri-campus network, and all relevant campus partners.
3. Coordinate, organize and maintain undergraduate and post graduate curriculum and course information/materials.
4. Coordinate, organize student records, administer post-graduate recruiting, admissions, retention, payroll and student records. Coordinate, organize, maintain, and provide information, implement efficient record keeping systems (i.e. MedSIS), and ensure completion of all accounting and payroll procedures.
5. Participate in meetings regarding learner accommodations, revised program schedules, Leaves of Absence, etc.; operationalize and communicate student information as required.
6. Participate in UGME/PGME accreditation meetings as required,

provide information as required for data collection instrument, and operationalize and oversee campus, UGME and PGME changes required based on Accreditation findings, and operational/organizational reviews. 7. Participate in the review of and ensure the administration of relevant learner financial aid and student/faculty awards. 8. In collaboration with the Regional Assistant Dean, oversee and manage faculty and leadership resources for the campus per recruitment, renewal and development. 9. Ensure the successful operation of for fee for service facilities, labs and external partnerships. Manages the acquisition and maintenance of appropriate administrative resources, supplies, campus equipment. 10. Liase, organize and oversee the operation of an anatomy lab, in collaboration with McMaster University Faculty of Health Sciences Education program in Anatomy, used by internal programs and external partners (e.g. negotiate agreements of use, purchase and maintenance of specimens, ensure Health and Safety protocols are adhered to, etc.). 11. Liase and work collaboratively with faculty leaders to equip and operate a simulation program within the region (e.g. procure simulation models and equipment, discussion with hospital partners, etc.). 12. Independently manage the financial resources (operating, research, facilities/services, teaching/leadership) of the campus by developing and implementing the campus budget, exercising controls, and developing and recommending strategies to increase revenue. Conducts reviews of accounts and projects fiscal results and adjusts for subsequent budgets. Collaborates on the development and management of the UGME tri-campus budgets at a whole program level (operating, teaching, leadership, financial aid). 13. Leads and manages all functions related to human resource management including organizational design, assignment of work, as well as the hiring, training, supervision, leadership, performance management, and professional development of all direct reports to yield strong outcomes aligned with strategic initiatives; acts as the first point of contact for all staff and labour related issues related to the areas of accountability and ensure completion of all accounting and payroll procedures. 14. Participate in the hiring of McMaster funded administrative staff at partner hospitals and engage as an ongoing liaison with all relevant McMaster hospital administrative staff. 15. Regularly collaborates with the Hamilton and Waterloo McMaster UGME/PGME campuses to ensure the effective collaboration and consistency in policy, practice, and team development of staff to work effectively within the McMaster tri-campus network. 16. Regularly collaborates with administration and leadership across McMaster's Distributed Medical Education Network, to ensure uniformity of efforts, delivery of curriculum, standardized communication, equitable distribution of resources, and coordination of clinical capacity. 17. Ensures that the administrative support needs of campus faculty and staff are competently and efficiently met. Regularly confer with campus and program officials in order to plan ahead and coordinate administrative support needs. 18. Participates in the development and implementation of new policies/procedures, strategic planning, development of cost-effective and user-friendly services; and participates in the development of both short-and long-term plans to ensure the effective and efficient use of all operational resources. 19. Facilitates the various research activities associated with the campus (e.g. hire and supervise relevant staff, collaborate with relevant departments/research groups, participate as a member of committees, etc.). 20. Provides information and advice per all UGME, PGME policies and procedures, program requirements to campus staff, faculty and learners. 21. Serve as a member of relevant PGME/UGME, and campus specific committees. 22. Collaboratively oversee the various campus community development and engagement activities (e.g. review and edit communication endeavors, participate in the planning and implementation of campus initiatives). Liase with key McMaster and other campus communications, public relations and community development/engagement faculty and staff. 23. First point of contact with Brock University partners on NRC campus matters. Manages physical resources by controlling inventory, equipment and space. Has decision making authority in these areas. Oversees/ensures cleaning, security, renovations, faculty/staff/learner access, etc. 24. Oversee all Health and Safety issues, ensure compliance and training for the campus (e.g. participate as member of campus Health & Safety committee, monitor Health and Safety compliance, participate in monthly inspections, ensure compliance with Public Health and University regulations, on-going training of staff). Qualifications: Education: University degree (Masters preferred)

Experience: 3-5 years of management/leadership experience Demonstrated experience working as a member of a management team Experience working in a university environment and/or medical program is desirable.

Knowledge/Skills: Excellent knowledge of office procedures. Proven ability to effectively manage an office with multiple functions and facilities. Strong management skills with an ability to manage in a very complex service environment using sound judgment to balance multiple stakeholder positions Strong project management skills. Familiarity with Customer Relationship Management Systems, Learning Management Systems and Student Information systems Demonstrated facility with a wide variety of software, web-based and enterprise tools and an aptitude to learn new applications quickly Ability to deal effectively with a multicultural and diverse pool of learners, staff and faculty Discretion, tact, sensitivity, political skill and diplomacy are requirements of the position, as are creative problem solving,

and relationship building Excellent interpersonal/relationship building skills, professional presentation and ability to gain trust and credibility quickly with a wide variety of groups of people Previous experience working within a unionized staff environment is an asset Excellent public speaking and presentation skills along with superb communications skills Demonstrated supervision and leadership skills including coaching, performance management, role development and recruitment of talent Demonstrated ability to adapt to changing priorities in a fast-paced environment

What We OfferIn addition to joining a top ranked university, McMaster offers a very competitive total compensation package that includes but is not limited to:

- Employer Paid benefits such as Extended Health, Dental, Emergency Out-of-Country Travel Coverage & Basic Life Insurance.
 - Participation in a Group Retirement Savings Plan.
 - Training, coaching and professional development opportunities
 - Employee tuition assistance for continuous development and education
 - Opportunity to be a part of an academic environment working alongside professionals who share a passion for learning
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- Progressive paid annual vacation plan

For more information, visit McMaster University for REGIONAL CAMPUS MANAGER (NIAGARA)