

# BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

## POSITION DESCRIPTION

---

<b>POSITION:</b>	<b>Associate Vice President, Implementation and Integration</b>
<b>DEPARTMENT:</b>	<b>Office of the Vice President, Academic</b>
<b>REPORTS TO:</b>	<b>Vice President, Academic</b>
<b>DATED:</b>	<b>October 2017</b>

---

### POSITION SUMMARY

The purpose of the Associate Vice President, Implementation and Integration is to work closely with the Vice President, Academic (VPA) and provide oversight of complex projects and initiatives within the portfolio. The AVP reports to the VPA who will provide a close mentoring environment to accelerate the development and implementation of educational initiatives.

The AVP works within the BCIT community (in particular, with the Deans and academic Directors) to coordinate, horizontally integrate and accelerate interdisciplinary educational initiatives. The AVP will consult with the VPA to assess new product and services opportunities, institutional partnerships, or issues brought forward by the BCIT community; assess internal requirements and available resources; engage affected stakeholders; design solutions where possible; and communicate with faculty and staff on implementation and operationalization.

Within the Office of Vice President, Academic, the AVP serves as the main point of contact for Deans and other stakeholders with respect to projects and initiatives that have been established and approved by the VPA. The AVP coordinates and supports the integration of BCIT's specialty campuses (i.e., other than Burnaby) into the institutional framework, fosters communication and acts as an advocate to ensure equitability and recognition. The AVP actively advocates for the development of the Downtown Campus and educational offerings in the downtown core.

The AVP will be expected to monitor the competitive post-secondary landscape to manage strategic institutional partnerships from quantitative evaluation and risk assessment to execution and integration.

### SPECIFIC ACCOUNTABILITIES

#### Coordination and horizontal integration:

- Schedules, coordinates and manages educational initiatives and complex programs that fall beyond the realm of a School.
- Acts as a contact point and resource for Deans and, where applicable, Associate Deans with respect to complex initiatives that are coordinated through the Office of the VP, Academic.
- Maintains a repository of information in relation to pan-institutional projects and provides up-to-date information to the VPA, CFO and President.
- Exercises project management skills and provides accountability for progress and fiscal performance.
- Balances available resources with the need for dedicated funding for initiatives and projects.

- Coordinates communication among BCIT's specialty campuses and acts as an advocate to ensure equitability and recognition.

**Product development:**

- Acts as a contact point and resource to business development and government liaison officers.
- Maintains a current knowledge of industry trends, opportunities, channels, and products to support the development of marketable educational products.
- Researches, cultivates and develops pan-institutional educational services and products to support business development officers in the retention and growth of external business relationships, locally to internationally.
- As directed by the VPA, conducts market research, proposes strategies and aids in the development of new educational products. Maintains knowledge of BCIT's applied research endeavours.
- Maximizes the Institute's tangible and intangible assets and strengths; collaborates with internal education and research leaders to build awareness and collaboratively develop product opportunities in the utilization of key capital assets in the delivery of education and training, such as the Smart Grid and simulators.
- Attends key industry and education functions to stay informed of new trends in industry and education, and effectively articulates BCIT's value proposition.

**Downtown Campus integration:**

- Takes on a coordinating role in the development of the Downtown Campus, in alignment with the strategies set forth by the Senior Team.
- Integrates the diverse educational offerings at the Downtown Campus into a cohesive, marketable image and develops comprehensive educational strategies.
- Advocates for and represents the overall Downtown Campus as part of the emerging downtown technology community, and forges relationships with educational and municipal partners.

**Office of the Vice President, Academic support:**

- Monitors and adapts the portfolio's strategic direction to ensure agility in the face of emerging trends, shifting priorities and changing needs of key stakeholders. This is achieved through close collaboration with the Vice Presidents, Advancement and Academic.
- Provides advice and assistance to the Institute community on all matters of pan-institutional academic initiatives, and jointly with the VP, Academic, upholds communication with the BCIT community on educational matters.
- Maintains currency with all strategies and issues administered by the Office of VP, Academic.
- Acts in lieu of the VP, Academic as assigned.

**SUPERVISION EXERCISED**

Number of employees reporting directly to the position: 0

Total number of employees for who the position has direct responsibility: 0

**SUPERVISION RECEIVED**

This position reports to the Vice President, Academic position.

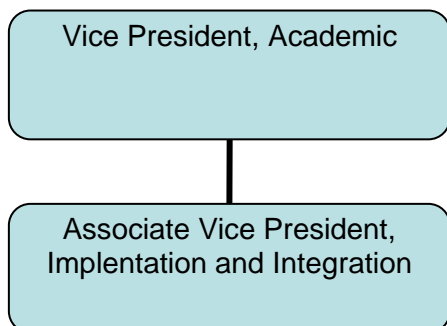
**ENTRANCE QUALIFICATIONS**

- Undergraduate degree in Business or a business-related discipline; MBA is considered an asset.
- Senior experience in corporate and product development along with senior experience in the educational community; ideally in an educational leadership role.
- Broad strategic thinker who is able to pick up and engage on a broad range of business topics with a solid grip on strategic and financial fundamentals
- Strong drive to “crack the problem” with a deep intellectual curiosity and integrity, combined with a practical sense of how to cut to the core issues and conduct a high quality analysis
- Strong ability to influence and work within the Institute.
- Comfort with ambiguity, consistent and resilient.
- Innate curiosity, a dedication to life-long learning and an interest in pursuing new skills as deemed helpful for the position.

The ideal candidate is bright, positive, flexible, who also:

- Acts with the highest integrity and professionalism in all his/her endeavours with the ability to build collaborative relationships across the organization.
- Thinks creatively and focus on opportunities for growth.
- Exhibits constant attention to detail.
- Expresses a strong desire to work in a team with exceptional communication and listening skills.
- Demonstrates the ability and initiative to handle increasing responsibility over time.

#### **ORGANIZATIONAL RELATIONSHIPS**



#### **APPROVALS**

\_\_\_\_\_  
Vice President, Academic

\_\_\_\_\_  
Date

\_\_\_\_\_  
President, BCIT

\_\_\_\_\_  
Date