

# Manager, Administration & Operations

---

## Position Details

---

### Position Information

<b>Position Title</b>	Manager, Administration & Operations
<b>Department/Unit</b>	Learning & Teaching
<b>Location</b>	Halifax
<b>Posting Number</b>	S188-20
<b>Employee Group</b>	DPMG
<b>Position Type</b>	Regular, On-Going
<b>Duration of Contract (if applicable)</b>	
<b>Employment Type</b>	Full Time
<b>Full-time Equivalency (FTE)</b>	1.0
<b>Salary</b>	\$45,142 - \$61,074 per annum
<b>Classification</b>	ADM-04
<b>Provisional Statement</b>	This is a provisional classification. Formal classification procedures will be initiated by the Compensation & Job Evaluation Unit in approximately six months.

### About Dalhousie University

Dalhousie University is Atlantic Canada's leading research-intensive university and a driver of the region's intellectual, social and economic development. Located in the heart of Halifax, Nova Scotia, with an Agricultural Campus in Truro/Bible Hill, Dalhousie is a truly national and international university, with more than half of our 19,000 students coming from outside of the province. Our 6,000 faculty and staff foster a vibrant, purpose-driven community, that celebrated 200 years of academic excellence in 2018.

### Job Summary

The Centre for Learning and Teaching (CLT) works in partnership with academic units, faculty members, and graduate students to enhance the practice and scholarship of learning and teaching at Dalhousie. Reporting to the Director, CLT, the Manager of Administration & Operations will provide research and project management support as well as manage CLT budget and office personnel, and support the work of the CLT Leadership Team.

### Key Responsibilities

- Provide project management oversight for CLT projects, committees and working groups. This includes completing research and information gathering; delegating and overseeing administrative support tasks; and acting as a resource for the CLT leadership team and other members of CLT.
- Coordinate CLT's ongoing program evaluation including determining, in consultation, appropriate evaluation strategies and performance indicators to determine programming effectiveness. Prepare and analyze surveys. Undertake focus groups or interviews.
- Provide high-level support for office, budget, and human resources processes. Manage budget forecasting and oversight, and advise on budgetary matters. Manage and coordinate the office administrative team (staff of two).

- Generate ideas and concepts and write statements to communicate CLT's core values and attributes.

- Provide executive support to the CLT Leadership Team. This includes acting as a liaison between the CLT office and internal and external stakeholders, and managing calendars and meeting requests, delegating as necessary to other administrative personnel.

**Note**

Please submit a letter of interest with your resume outlining how your work experience and interests align with the position.

**Qualifications**

Undergraduate degree in a relevant field with approximately five years' related work experience (or an equivalent combination of training and experience). Research experience and experience with budget management and program evaluation are essential. Must have demonstrated excellent interpersonal and communication (verbal and written) skills. Excellent organizational skills with the ability to manage multiple priorities are required. Must have the demonstrated ability to work independently and strategically as well as strong supervisory and management skills.

**Job Competencies**

The successful candidate is expected to demonstrate proficiency in Dalhousie's core and leadership competencies (<https://www.dal.ca/dept/leaders.html>), in particular:

- Self-Awareness & Professionalism
- Respect & Inclusion
- Adaptability
- Knowledge & Thinking Skills
- Communication

**Additional Information**

Dalhousie University supports a healthy and balanced lifestyle. Our total compensation package includes a defined benefit pension plan, health and dental plans, a health spending account, an employee and family assistance program and a tuition assistance program.

**Application Consideration**

Applications from university employees and external candidates are given concurrent consideration. Among short-listed candidates, university employees will be given special consideration.

We thank all applicants for their interest, however, only candidates selected for an interview will be contacted.

**Diversity Statement**

Dalhousie University is committed to fostering a collegial culture grounded in diversity and inclusiveness. The university encourages applications from Indigenous persons, persons with a disability, racially visible persons, women, persons of a minority sexual orientation and/or gender identity, and all candidates who would contribute to the diversity of our community. For more information, please visit [www.dal.ca/hiringfordiversity](http://www.dal.ca/hiringfordiversity).

**Posting Detail Information****Number of Vacancies**

One (1)

**Open Date**

11/06/2020

**Close Date**

11/23/2020

**Open Until Filled**

No

**Special Instructions to Applicant****Quick Link for Direct Access to**

<http://dal.peopleadmin.ca/postings/4754>

**Posting**

---

**Supplemental Questions**

---

Required fields are indicated with an asterisk (\*).

---

**Documents Needed to Apply**

---

Required Documents

1. Résumé / Curriculum Vitae (CV)

Optional Documents

1. Cover Letter