Executive Director of Strategy and Administration, Markham Centre Campus, York University

York is seeking an entrepreneurial and innovative administrative leader to become the inaugural Executive Director, Strategy and Administration (EDSA) at our new Markham Centre Campus (MCC). The EDSA will support the Deputy Provost in building a campus from the ground up that centres on technology and entrepreneurship and that enables York University’s mission, vision and values.

The EDSA will report to the Deputy Provost of the MCC and provide them with counsel and support in developing the vision, strategy, and tactics to advance the Campus’ mission. In this critically important and unique role, the EDSA will develop and implement both short- and long-term tactical and strategic plans for the Campus and is responsible for linking administrative functions in support of the University’s Academic Plan through strategic leadership, critical thinking, and systems planning and implementation. In supporting the Deputy Provost at the MCC, the EDSA has a unique opportunity to play a key role in York’s development in the fast-growing City of Markham and York Region, which is critically important to the University’s future.

The long-awaited MCC will welcome its first students in the Fall of 2023. Once open, this unique and exciting new Campus will build opportunity and drive positive change in the City of Markham and York Region, accommodating up to 4,200 students in Phase 1, with the flexibility to respond to future growth demands. Aligning with the University’s Academic Plan it will contribute significantly to York’s teaching and research mission and build on the already strong relationships that we have in the Region. In addition to innovative academic programs, the MCC will develop inter-disciplinary research clusters, expand experiential learning opportunities and build on our support of the regional entrepreneurship ecosystem, already established through our YSpace incubator/accelerator and our presence in the IBM Innovation Space.

MCC will be urban, connected and integrated with local and global communities. Programs will revolve around core themes of technology and entrepreneurship, as applied in different contexts and professional fields. Students will acquire knowledge and skills to contribute to a rapidly changing economy and society through innovative programs where they interact directly with employers and community partners. The Campus will specialize in flexible learning formats to serve a diverse population of students, including young adults, as well as mature and mid-career learners, international students, newcomers to Canada and workers impacted by technological change.

A champion of equity, diversity and inclusion fostering a positive workplace climate, the EDSA is energetic and visionary, and is responsible for ensuring that the Campus vision, strategy, priorities, and objectives are understood, supported and advanced. This includes working with Faculty Deans, Executive Officers, and other divisional leaders and communicating the Campus’ priorities and goals to York’s senior leadership and stakeholders inside and outside the University. It also includes enhancing alignment and integration of the Campus’ mission with that of the University and recruiting, managing and developing the Campus staff team. The EDSA will help lead and advance special projects and participate on project teams involving senior administrative leaders internally and externally. The EDSA is a multidimensional role that provides senior leadership and advice to the Deputy Provost on matters of policy and procedure, many of which are of a confidential nature. These include addressing issues related to resources within the areas of Strategic Enrolment Management and Academic Services, Administration and Operations, eServices, Financial Planning and Analysis, Capital and Renovation Project Management and Risk Management. In partnership with the Deputy Provost, the EDSA is responsible for developing and implementing exceptional administrative systems and facilitating and supporting partnership strategies that align with the vision and mission of the MCC.

Founded in 1959 on the Traditional Territory of the Anishinabek Nation, the Haudenosaunee Confederacy, and the Huron-Wendat, York University is Canada’s third-largest university, and is a leading interdisciplinary research and teaching institution. York is a community of change-makers passionate about advancing social justice and equity and championing diversity and inclusivity by embracing differing perspectives, peoples, and ways of knowing, and fostering global fluencies and cross-cultural knowledges. Located in Toronto and adjacent
to one of North America’s fastest-growing regions, York reflects the multicultural diversity of its wider community on its Keele and Glendon campuses, facilities in downtown Toronto, and in two international campuses in India and Costa Rica. York is a vibrant community of over 60,000 faculty, staff and students building their own unique paths to success in their chosen fields. York’s community also includes over 325,000 alumni worldwide.

York University welcomes applications from all qualified individuals, including, but not limited to women, persons with disabilities, visible minorities (racialized), aboriginal (Indigenous) persons and persons of any gender identity and sexual orientation. York University is committed to a positive, supportive and inclusive environment.

In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), accommodation will be provided by both Perrett Laver and York University throughout the recruitment process to applicants with disabilities.

York University is partnering with the search firm Perrett Laver on this appointment. For further information and details on how to apply, please download the Appointment Details via the Perrett Laver website by visiting www.perrettlaver.com/candidates and quoting reference 5111. Applications should consist of a cover letter and curriculum vitae. The closing date for applications is **12:00 noon Pacific Time on Friday, May 28th, 2021.**

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