

York University, Faculty of Liberal Arts and Professional Studies (LA&PS) Appointment of Executive Director of Strategy and Administration

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 knowledge. 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, Glendon, and Markham 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.

The Faculty of Liberal Arts & Professional Studies (LA&PS) is the largest Faculty at York University currently with over 23,000 undergraduate and graduate students, and almost 100 programs delivered through 24 Departments, Schools and Colleges, plus the IBM Learning Site. York University is known for championing new ways of thinking that drive excellence in promoting and enhancing teaching, research, and student success. Through innovative course design, diverse experiential education and learning opportunities, and a supportive community environment, our students receive the education they need to create big ideas that make an impact on the world.

York is seeking an innovative administrative leader to become the next Executive Director of Strategy and Administration (EDSA) in LA&PS. The EDSA is accountable to the Dean of the Faculty of LA&PS and counsels and aids the Dean, Associate Deans, Directors and Managers in the development, implementation and assessment of strategies and initiatives to advance the Faculty's mission and its position and prominence in the University and within liberal arts and professional studies education in Canada. The EDSA prepares, directs and monitors strategic planning, implementation and operationalization for the Faculty, and working closely with the LA&PS leadership team, is responsible for ensuring connection and collaboration between and continuous improvement of student services, academic support services, operations and administrative functions within the Faculty. This includes leveraging strategic leadership, change management, critical thinking and systems planning.

The major duties of the position include: Strategic Planning and Implementation, and Change Management; advisory support to the Dean and Faculty leadership; Financial, Information Technology, Data and Facilities Management; and, Human Resources and People Leadership. The position supervises 16 direct reports and oversees a budget in excess of \$300 million.

A champion of equity, diversity and inclusion and building a positive workplace climate, the EDSA is energetic and visionary, and is responsible for ensuring that the Faculty's vision, strategy, priorities, and objectives are understood, supported and advanced. This includes working with Dean and other key stakeholders and communicating LA&PS's priorities and goals to York's senior leadership and stakeholders inside and outside the University. Substantive senior managerial and project management experience of 7-10 years in a university, or post-secondary environment would be ideal but we would welcome a proven administrator from other sectors such as, but not limited to government. An appreciation for post-secondary education would be highly desirable. The successful candidate will ideally possess a Master's degree (MBA preferred) with specialization in Finance or Management, professional credentials such as a CGA, CA, CHRP/CHRL, project management (PMP) and/or Prosci would be an asset. Proven commitment to equity, diversity and inclusion is a requirement, as is knowledge of Health and Safety legislation and employment standards.

A broad understanding of the goals and objectives of a Faculty in a University is essential, including sound knowledge of academic, student affairs and administrative decision-making processes. Understanding and awareness of post-secondary education sector priorities and pressures, the economic landscape in which the

Faculty operates, and an understanding of political trends (e.g. government enrolment and budgets) in order to make effective decisions and/or recommendations regarding resource allocation. Experience leading a large team to achieve results and progress in an environment of change and complexity, and managing staff in a unionized environment is also required.

York University welcomes applications from all qualified individuals, including, but not limited to women, persons with disabilities, visible minorities (racialized), Indigenous Peoples 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 **5694**. Applications should consist of a cover letter and curriculum vitae. The closing date for applications is **12:00 noon Eastern Time on Monday, March 28th 2022**.

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