



**MEDICINE HAT  
COLLEGE**

*Leading in Learning Excellence*

## **Vice President, Administration & Finance**

**Employment Opportunity  
July 2014**

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Medicine Hat, AB  
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## Organizational Profile: Medicine Hat College

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Medicine Hat College (MHC) has been serving students in southeastern Alberta and beyond since 1965. Situated in Canada's sunniest city, MHC's main campus services almost 2,500 students each year with another 200 attending Brooks Campus, located 100 km west of Medicine Hat. With some of the lowest student-to-instructor ratios in the province, Medicine Hat College offers a very personal, one-on-one student experience. MHC offers a wide variety of programs to meet the ever-changing needs of students from southeastern Alberta and around the world.

Currently, more than 30 diplomas and certificates are offered along with 25 university transfer programs. There are also several opportunities for degree completion at MHC including nursing, business, education, applied arts, and social work. A partnership with the University of Calgary makes it possible for nursing students to complete a full bachelor's degree at Medicine Hat College. An additional partnership with Mount Royal University makes it possible for both business administration and education students to complete a full bachelor's degree at Medicine Hat College. Applied degrees are offered in Ecotourism and Outdoor Leadership and Visual Communications.

Medicine Hat College is a public, board governed, comprehensive community college serving a large region of southeastern Alberta and southwestern Saskatchewan, Canada.

### Quick Facts:

- MHC provided education to 8,692 individuals in 2012/2013
- Our student body is roughly: 55% female, 45% male and the average age of credit students is 21
- MHC offers a range of certificate, diploma, university transfer programs, and undergraduate degrees with partner universities in the major areas of study including: liberal arts, business/commerce, health and human services, physical education, visual and performing arts, science, apprenticeship trades, academic upgrading, and general education
- MHC offers music and dance conservatory instruction and continuing studies courses and programs to meet the diverse non-credit needs of its region.
- MHC has vibrant ESL Canadian and International Education programming
- Recent campus renovations projects include the Visual Communications Expansion to the Cultural Centre and a Trail system around the campus.

## **Position Profile: Vice President, Administration & Finance**

Reporting to the President, the Vice President provides strong leadership, accountability, management, and guidance in college-wide planning and development processes for Strategic Planning, Business Planning, Campus Development Planning, Budget Planning, etc. The Vice President has the expertise to act as the Chief Financial Officer for the College and provides leadership to the non-academic services areas of: Financial Services, Human Resources, Facility Operations, and Information Technology Services. The Vice President provides leadership as a member of the executive management team, working with the President, Vice President, Academic, and Vice President, Student & College Services, to meet the vision statement and guiding principles of the College.

As an executive leader of the College this position is responsible for promoting a positive public image, cultivating college contacts with appropriate individuals and organizations in order to maintain an awareness of current institutional trends and developments.

### **Main Responsibilities:**

- Provides leadership, management and guidance in College-wide planning processes for Strategic Planning, Business Planning, Campus Development Planning, Budget Planning and Financial Planning.
- Provides team or shared leadership as a member of executive management, working with the President and Vice Presidents, to meet the vision, mission statement, strategic direction and guiding principles of the College.
- Develop, interpret and apply all relevant contracts, policies and procedures of the College.
- As a strong leader of the College this position is responsible for representing and promoting a positive public image of the college both internally and externally.
- Participate in Executive and Board of Governors planning activities.
- Provides expertise and advice to the Executive and Board of Governors as a resource.
- Provides leadership and mentoring to the Students' Association executive, AUPE Support Staff Local, and faculty.
- Provides leadership in dispute resolution of the formal grievance process (AUPE Support Staff Local).

- Within policy limits, manages and authorizes Administration and Finance business contracts and commitments.
- Responsible for recruitment and supervision of Administration and Finance management and staff. This includes, but is not limited to: hiring, orientating, disciplining, dismissing, assigning work and ensuring the quality of the work, evaluating performance, approving and reporting absences, etc.
- Sets direction for the various departments and services in Administration & Finance ensuring that goals and objectives are consistent with the College's strategic and business plans.
- Provides leadership and may serve as the chair for many of the College's committee structures (Strategic Plan, Business Plan, Annual Budget Committee, Technical Operations Committee, Negotiating Committee (Support Staff), Corporate Services Committee, President's Council, General Academic Council, etc.).
- Acts as a college representative on Provincial Committees/Boards.
- Establish and maintain contacts with appropriate individuals and organizations in order to maintain an awareness of current institutional trends and developments.
- Responsible for government reporting and planning (annual report, financial statements, business plan, capital development plans, etc.)

## Key Selection Criteria

As the ideal candidate, you will have a Masters degree in a related discipline supplemented by eight years experience in academic, financial, or administrative management, preferably in a post-secondary educational environment. Accounting designation is required. Equivalent combinations of related post-secondary education and work experience will be considered. Further skills include team building, the respect of your peers, direct reports, and stakeholders for your wisdom, perspective, core values, communication, long-range planning skills, sense of humour, and drive.

### Major Characteristics:

**Leadership:** You have vision and the ability to inspire others. You have a commitment to shared leadership and team spirited approaches to leadership. You are willing to share important information, especially about yourself. You are impartial (or objective) and fair, and you fulfill promises. You demonstrate tremendous personal energy, energize your team and lead by example, not intimidation. You have a demonstrated track record of getting things done.

**Expertise in Administrative Management:** You have the knowledge and skills to be effective in your job. You regularly maintain and improve your knowledge and skills to continue to be effective in your job. You actively seek assignments and roles that expand or improve your abilities. You display a high level of competence in the area of administration. You have a level of subject-matter expertise that allows you to train or educate others.

**Integrity:** You are ethical and honest in all your dealings. You are fair in your expectations of others. You hold yourself to the highest standards and will do what is right. You are thoughtful in all your dealings with internal and external stakeholders.

**Innovation:** You think in innovative and creative ways. You question how things have been done in the past and try to develop new ways to address business issues or problems. You view tactical problems or initiatives from a broad perspective and emphasize solutions that support strategic objectives. You generate new ideas/solutions that can be successfully implemented.

**In-Depth Problem Solving and Analysis:** You consider many sources of information. You evaluate information in an objective, pragmatic manner. You systematically evaluate possible courses of action and potential consequences. You carefully deliberate before a final decision is made and incorporate feedback into the decision. You apply thorough analysis to problems that merit this level of evaluation. You do not overanalyze problems that do not merit this level of attention. You generate solutions to difficult problems.

**Decisive Judgement:** You take personal responsibility for making decisions. You wisely consider alternatives and possible consequences. You make good decisions in a timely manner. You confidently decide and take action. You recognize that you are not an expert on all areas and trust the advice of your team.

**Resilience:** You are consistently positive in your attitudes about work. You consistently behave in a professional manner, regardless of circumstances. You maintain a positive attitude despite stress and frustration. You recover quickly from disappointment, customer rejection, unfulfilled expectations and other setbacks.

**Quality Focus:** You are disciplined and diligent and always attempt to do the best job possible. You always look for ways to improve the quality of your work. You are personally committed and encourage others to work at a high standard of quality. You view the quality of your work from a broad organizational perspective.

**Teamwork and Collaboration:** You build and maintain cooperative work relationships with others. You listen to and value the input of others. You collaborate effectively in meetings and informal interactions. You commit to supporting the larger group effort and give credit to others appropriately. You assist others in the completion of their tasks to support group goals.

**Influencing and Persuading:** You have ideas, points of view or desired outcomes that you want others to adopt. You thoroughly research information and remain open to others points of view and information. You engage in and encourage shared responsibility to maximize your influence on important issues. You have courage and strength of purpose to convince others when required.

**Organizational Savvy:** You understand the social and political dynamics within the organization and post-secondary education. You build and maintain partnerships and alliances across organizational boundaries.

**Technological Savvy:** You keep abreast of the latest technological trends. You have a practical understanding of social media, and other applicable forms of communication as well as other technological tools for teaching and learning.

**Relationship Management:** You value relationships within, across and outside the organization. You actively build and maintain relationships that support college goals. You personalize work relationships and display good social skills to facilitate smooth operations. You allocate time and effort to understanding and meeting both internal and external needs. You are an engaged and accessible mentor.

## **Location Profile: Medicine Hat, Alberta**

Medicine Hat is a dynamic, growing community of over 62,000 people located in Southeastern Alberta. The “Oasis of the Prairies” offers outstanding cultural and recreational facilities, an excellent school system, and affordable housing. Medicine Hat College is the educational and cultural focal point of the community, offering university transfer programs, business education, visual and performance arts, health studies, trades, technology, and continuing education classes.

- Canada’s “Sunniest City” with 2,512 hours of sunshine annually
- Home to the world’s largest teepee
- Rich in Culture with the Esplanade Arts & Heritage Centre, Historic Clay District, and Historic downtown
- Home of the Medicine Hat Tigers hockey team and the Mavericks baseball team
- Strong family community with a diverse offering of services and amenities, but still maintaining that “small-town feel”
- There is a beautiful river-valley that runs through the city
- The city has numerous parks and trails