

ACADEMIC POSITIONS IN EXTENDED EDUCATION

University of Manitoba

Extended Education at the University of Manitoba is an academic unit engaged in outreach to meet learners' diverse learning needs through innovative, flexible educational opportunities that enhance their success. Extended Education provides a significant educational bridge between the University and its communities, and is comprised of four program streams: *Continuing Education, Degree Studies, English Language Studies and International Programs, and Access and Aboriginal Focus Programs*. It encourages interdisciplinary thinking and a culture of academic entrepreneurship, and is one of the largest and most diverse academic units of its kind in Canada, serving about 4,000 certificate and non-credit learners and 7,000 degree learners annually.

Continuing Education offers a broad range of certificate programs and courses designed to assist adult learners in meeting their professional and personal goals, offered both in face-to-face and online contexts. We invite applications for three full-time academic positions in Continuing Education as follows:

Director, Continuing Education (Tenure-track or Probationary Instructor) Position #14004

The leadership and management responsibilities of this position include planning and operations (e.g., budget, environmental scanning, staffing and staff development, and marketing), academic program development, delivery and quality assurance; development of positive internal and external relationships; leadership of projects that advance Extended Education's and the University of Manitoba's strategic priorities; and representation of the unit internally as well as at the provincial and national levels.

The ideal candidate is an innovative, creative leader with the knowledge, skills and energy to advance our strategic agenda in a fast paced, cost recovery environment.

Requirements include an extensive record of successful continuing education program development and management in a post-secondary or corporate environment; extensive knowledge of the continuing education community and adult learning, program development and evaluation; outstanding communication and interpersonal skills; the ability to build sustainable client relationships internal and external to the University; thorough knowledge of best practice and the scholarship in adult and continuing education as well as the effective use of educational technologies.

The teaching component of this position is comprised of new program development to meet market needs, academic administration and revision of existing programs, and management of program delivery.

Qualifications include at least five years of successful development and management of continuing education programs, preferably in the post-secondary or corporate environment, and a strong record of achievement in leadership positions. An earned doctorate in adult education or an appropriate discipline, and a record of recent research and scholarship in the field are preferred.

Qualifications for an appointment at the Assistant or Associate Professor level: an earned doctorate in adult education or an appropriate discipline, and a record of recent research and scholarship in the field. Qualifications for an appointment at the Instructor level: minimum of master's degree in adult education or an appropriate discipline.

The successful candidate will be offered an academic position, as well as a five-year term (subject to review and renewal) as Director of Continuing Education, reporting to the Dean. Rank and salary will be commensurate with qualifications and experience, and will be either a tenure track position at the rank of Assistant or Associate Professor, or a probationary position at the rank of Instructor II or Senior Instructor. This appointment will commence on **July 1, 2012** or as soon as possible thereafter.

Continuing Education (2 two-year term Instructor) Position #14007 or 14009

The ideal candidate is an innovative, creative team player, with the background and energy to advance our strategic agenda in a fast paced, cost recovery environment. Requirements include a proven record of continuing education, program development and management in a post-secondary or corporate environment; thorough knowledge of the continuing education community and adult learning, program development and evaluation; outstanding communication and interpersonal skills; the ability to build sustainable client relationships; and familiarity with best practice and the scholarship in adult and continuing education and the effective use of educational technologies.

The teaching component of these positions is comprised of new program development to meet market needs, management and revision of existing programs, and academic management of program delivery.

Educational qualifications include a minimum of master's degree in adult education or an appropriate discipline. Rank and salary will be commensurate with qualifications and experience. These appointments will commence on **July 1, 2012** or as soon as possible thereafter.

The University of Manitoba encourages applications from qualified women and men, including members of visible minorities, Aboriginal Peoples, and persons with disabilities. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

Please refer to the appropriate position number as above noted in all correspondence.

Applications should be submitted via email to **Dr. Lori Wallace, Dean, Extended Education, at L_Wallace@umanitoba.ca**, including a curriculum vitae, a sample of recent publications or academic work, and a written statement demonstrating how the applicant's academic and professional experiences are appropriate to the requirements of the position. In addition, applicants should arrange to have three letters of reference submitted directly from the reference provider, under separate cover. **Inquiries may be made by email to L_Wallace@umanitoba.ca or by phone to (204) 474-8010.** The deadline for receipt of applications is **February 19, 2012** or until suitable candidates are found.

Application materials, including letters of reference, will be handled in accordance with the "*Freedom of Information and Protection of Privacy Act*" (Manitoba). Curriculum vitas will be circulated to participating members of the search process.