Yukon College
Statement of Qualifications
Chair, School of Science

Department: Applied Sciences & Management

Position Title: Chair, School of Science

Location: Whitehorse

Date: February 2018

Essential Qualifications (assessed in screening process)

Education and Training:
- Minimum Master's-level degree in a field directly related to the programming delivered by the School of Science;
- Comprehensive knowledge of instructional methods and technologies, and knowledge of principles of adult education

Demonstrated Abilities:
- Teaching experience in an adult learning environment;
- Experience in developing and managing programs and/or projects in a cross-cultural environment;

Licences/certificates:
- Valid Yukon driver's license

Other skills and/or knowledge which may be desirable:
- Excellent consensus building skills

Equivalencies:
- Consideration will be given to candidates with the appropriate blend of education and experience.

Rated Qualifications (factors assessed through interview, etc.)

Knowledge:
K.1 Of educational administrative issues at the postsecondary level and principles of adult education;
K.2 Of management principles and practices, particularly in an educational context;
K.3 Of instructional methods and technologies;
K.4 Of needs and issues of First Nations, Yukon communities and students;
K.5 Of various computer applications and data management processes;
K.6 Of distance-learning methodologies and technologies;
K.7 Of the structure and programs of Yukon College;
K.8 Of budget development and management methods and techniques;
K.9 Of supervisory skills.

Abilities:
A.1 To plan, coordinate/organize, develop, evaluate and supervise various programs of instruction;
A.2 To provide leadership, decision making, and problem-solving skills;
A.3 To develop and manage a professional working team to optimize talents and energies;
A.4 To establish and maintain effective working relationships with College staff, external agencies and individuals in the community;
A.5 To work collaboratively with senior management and staff in planning and developing divisional and college-wide policies and educational standards;
A.6 To develop and build positive, effective external and internal relationships and partnerships.

Personal Suitability:
PS.1 Ability to communicate effectively, both orally and in writing;
PS.2 Strong interpersonal skills;
PS.3 Ability to work effectively within a diverse committee context; consensus building skills;
PS.4 Ability to initiate, anticipate, shape and adapt emerging opportunities;
PS.5 Ability to facilitate a positive, creative working relationship for students and staff.

Conditions of Employment:
Valid Driver's License