Associate Director (Operations)

The University of Guelph is committed to equity in its policies, practices, and programs, supports diversity in its teaching, learning and work environments, and ensures that applications for members of underrepresented groups are seriously considered under its employment equity policy. All qualified individuals who would contribute to the further diversification of our University community are encouraged to apply.

Forbes Ranks U of G Among Canada's Top Employers [1]

Professional and Managerial Group

Associate Director (Operations)

Ridgetown Campus

Hiring #: 2016-0359

Please read the Application Instructions [2] before applying

Are you a strategic thinker with a background in finance and management who would enjoy the challenge of expanding the reach and impact of the Ridgetown Campus? We’ve got a meaningful career for you!

This is an exceptional opportunity for an experienced business professional to join our executive team and support the school’s mission to be leaders in applied research, teaching and learning, and play a key role in enabling the successful development of our students!

A part of the Ontario Agricultural College, Canada’s largest and most renowned Agriculture College, the Ridgetown Campus is home to 650 full time students pursuing industry-recognized diploma and certificate programs in agriculture, horticulture, environmental management and veterinary technology. In addition, there are 20 graduate students studying at the Campus. Nestled in the rich farming community of Ridgetown, Ontario, the Campus has a rich history of applied research. The Ridgetown Campus is the only one of its kind in the province, offering students a practical and relevant learning experience. Enrolment is growing and the Associate Director, under the leadership of the Director and in collaboration with the Executive team, plays a key role in supporting and guiding the campus toward a successful future.

Specifically, the Associate Director (Operations) is accountable for Ridgetown’s financial operations including all operating budgets, research accounts and other business development accounts (totalling $19 million annually), and ensures understanding and alignment with the University’s financial policies, procedures and practices. Leading a Supervisor/Management team of three, and a staff of 13, the Associate Director (Operations) is also accountable for the planning and daily management of campus operations including: Information Technology, Education Services (Library and Financial Aid), Student Residence & Food Services, and the Physical Plant including farm operations and research station operations (Cedar Springs and Huron). Finally, in cooperation with campus executive, faculty, and staff, the incumbent prepares minor capital submissions, organizes the execution of capital projects and monitors expenditures.

To be considered for this integral role at University of Guelph’s Ridgetown Campus, candidates must have:

- A Bachelor’s degree in Business, Accounting, Finance or Commerce with a CPA, CGA or CMA
Associate Director (Operations)
Published on Human Resources (https://www.uoguelph.ca/hr)

designation coupled with at least 7 years of work experience or an equivalent combination thereof;

- Demonstrated knowledge of financial and accounting principles and procedures; ability to generate reports and conduct financial interpretation and analyses that inform decisions. Knowledge of university budgeting, accounting, purchasing, and financial procedures is an asset;
- Evidence of successfully leading and developing management teams and staff including: setting and monitoring goals, delivering regular performance feedback and handling problem resolution as well as implementing continuous improvement initiatives around process/practice or service levels;
- A strong communicator - capable of providing clear and effective lines between the campus and the Ontario Agricultural College as well as with other administrative units within the university;
- Proven success managing and coordinating the needs of diverse stakeholder groups (including staff, faculty, students, administrators and the general public) through strong relationship building and partnering;
- Entrepreneurial spirit; ability to formulate and execute new and innovative ideas that generate funding or recover costs for research and programming;
- Experience managing multiple and complex projects; a Project Management Professional (PMP) certification is an asset;
- Experience with building maintenance, contract negotiation and oversight is also beneficial;
- A connection to and/or an understanding of the Ontario Agri-Food sector and how research, education and training is funded is considered a strong asset.

For more information about this opportunity please contact Sarah Lima, Senior Talent Advisor at 519.824.4120 x56495.

Posting Date: 2016 09 01
Closing Date: 2016 09 30

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Links
[2] https://www.uoguelph.ca/hr/careers-guelph/how-apply