#### Trent University LogoEXEMPT JOB DESCRIPTION

**Job Title:** Principal, College

**Job Number:** X-365 | VIP: 1491/1094/1093/1078/1077

**Band:** EXEMPT-8

**Department:** Colleges

**Supervisor Title:** Vice President, Communications and Enrolment

**Last Reviewed:**  July 17, 2018

#### **Job Purpose:**

Reporting to the Vice President, Communications and Enrolment the Principal provides leadership in the community of learning of the College, and in that capacity fosters and facilitates activities that highlight the academic interests and achievements of members of the College community and Trent University, both within the university and to the wider external community, including the external community, in fundraising, and in alumni relations.

The Principal is responsible for the effective management of their College and provides leadership and oversight of programming and activities to support the College community and identity. This position develops a wide range of initiatives, broad student experience/student support programming, as well as builds collaboration with all university stakeholders.

The Principal will work with the Deans and faculty to promote activities that support research and teaching within the Colleges through the sponsorship of visiting speakers, seminars, conferences, and similar activities. The Principal will also collaborate with Faculty Fellows to increase faculty involvement in College activities and providing student mentorship.

#### Key Activities:

##### Programming

* Identifies key facets of their College’s identity and implements intentional differentiation and specialization while ensuring consistent levels of student support/programming. Each College specializes in something of academic interest to a broad group within the student body, preferably multi-disciplinary in nature, so as to attract students while maintaining a diversity of academic specialties within the College community.
* In collaboration with Student Services, develops programming that will ensure a culture of College engagement for both resident and off-residence students. This includes the establishment of strategic plans including targets for outcome measures that relate to programs and services offered within the Colleges.
* Collaborates with the new Faculty Fellow position to increase faculty involvement in College activities and provide student mentorship.
* Works with individual faculty members and departments to develop College academic initiatives (e.g. projects that enhance academic success, experiential learning, and faculty involvement in College life).
* Supports “in residence” programs that feature notable guest artists, writers, researchers, and alumni.
* Implements programming, in conjunction with College cabinets, fellow College Principals, academic advisors, academic skills instructors and other departments as appropriate. Programming includes student skills development, and prevention/early intervention programming to identify students at risk and to equip students with the tools and knowledge to help themselves and their peers to succeed.
* Works with student service departments to collaborate on College program delivery related to careers, residence, food services, international students, Indigenous students, athletics, orientation, human rights, wellness, retention, etc. Plays a leadership role in developing new initiatives to improve uptake of programming by off campus students, including mature and transfer students.
* Chairs the College’s Advisory Council, consisting of student leaders, College staff and faculty partners. This committee advises on planning, budgeting, and policies for the College.
* Provides leadership training and support to the College cabinet, including event planning, risk management, conflict resolution, leadership skills, etc.
* With student co-chairs and Office of Student Affairs, plans and implements College programming for Orientation Week and other first-year transitional programming.
* With the Academic Advisor and Academic Skills Instructor, develops programming, communication, and support for students’ academic success.
* Undertakes long-term planning for College community development and student success. Researches, develops, and implements distinct programs, events and activities for their College, including social and community events such as College dinners, guest speakers, student life skills and academic workshops, early intervention and training programs, and College-specific programming based on the individual College identity.
* Establishes communication plans for College members to keep them up-to-date on College activity and encourage involvement.
* Develops a College-specific approach to student services and programs, particularly for off-campus and mature students; fostering ways to bring on-campus, off-campus, and international students together.
* In cooperation with the Deans, ensure an appropriate level of student advising is available to every student within the College.
* Works with the Residence Life team to support Living Learning Communities and their engagement with the broader College community.
* Identifies and facilitates faculty and staff connections to the College. Establishes regular contact with faculty through department and one-to-one meetings, to identify interests and facilitate links to the College. Collaborates with faculty, departments, and other university divisions to identify, develop, and implement programs and activities that enhance the academic and personal development of students in the College.

##### Recruitment/Retention

* The Principal will work cooperatively with others in the administration of Trent University in activities intended to enhance student retention and to raise the profile of the university in the wider community.
* Develops a strategic recruitment plan for their College, in consultation with the Recruitment Department, to expand the College’s recruitment presence and meet enrolment targets.
* Oversees the retention of students (both residence and off-campus) affiliated with their College.
* Works with the Marketing & Communications Department to create a clear identity for the College to be used in recruitment initiatives including branding and innovative promotional materials, in an effort to bring Trent’s collegiate system to the forefront of our recruitment process and highlighting it as an element that sets Trent apart.
* Plans and coordinates recruitment activities for the College through attendance at events such as Ontario Universities Fair (OUF), Trent Open Houses, and high school visits
* Establishes strategic plans including targets for outcome measures that relate to programs and services offered within the College.

##### Administration

* Has responsibility for all administrative functions within the College, including financial management and budgeting, personnel, troubleshooting operational issues, strategic planning, and assessment. This includes working collaboratively with Financial Services, Facilities Management, Human Resources and Senior Administration.
* Hires, trains, and supervises Academic Advisors, Academic Skills Instructors, College Administrative Assistants, and student staff.
* Creates an effective team with clear roles, responsibilities, and tangible goals.
* In consultation with College Advisory Councils, develops annual budget.
* Develops and maintains central College policies related to access, use of space, rental rates, etc.
* Represents and advocates for the Colleges on a range of university and community bodies, including the Strategic Enrollment Management (SEM) Committee
* Liaises with the appropriate contacts (e.g. Facilities Management) to ensure that College facilities are appropriately supplied and maintained; identifies the need for renovation and expansion of College spaces and conducts regular reviews to identify efficiencies to make the College more accessible to the public.

##### Community & Alumni Relations

* Increases community visibility increase by reinvigorating long-term, active partnerships between the Colleges and the wider Peterborough community.
* Leads the development and implementation of a community engagement plan to increase community use of the College’s facilities.
* Increases community engagement through hosting College Events and Open House and a Spring signature event.
* Pursues new opportunities for revenue generation through the development of community partnerships.
* Works with the Vice-President External Relations & Advancement to raise funds and establishing endowments that will promote the long-term health of the Colleges and their capacity for discretionary expenditures for College events, projects, and initiatives.
* Creates effective, results-oriented relations across entire campus, engaging staff, faculty, and students in campus-wide activities related to their College.
* Identifies and facilitates alumni connections and encourages alumni involvement in College life wherever possible.

#### Education Required:

* Graduate degree in Higher Education or closely related field, Ph.D/Ed.D preferred.

#### Experience/Qualifications Required:

* The College Principal should have a record of service in higher education that demonstrates leadership in teaching, scholarship, student development and/or contributions to the community. The College Principal should demonstrate a record of building cooperative teamwork across institutional agencies.
* Excellent interpersonal skills and written/spoken communication skills, tact, and patience. Well-developed counselling/coaching skills, with an understanding of issues such as power dynamics, boundaries, self-disclosure, ecological systems, and motivational interviewing. Superior conflict management, mediation and negotiation skills, and political acumen.
* Excellent presentation skills and experience in developing and presenting programs related to a range of student academic and student life issues, including potentially sensitive issues such as sexual assault prevention, alcohol/drug awareness, suicide prevention, etc.
* Demonstrated expertise in current research and best practices in co-curricular engagement, enrolment management, and student support. Demonstrated expertise in student leader engagement, including supporting independent and autonomous student leadership. Demonstrated experience in supporting students in distress or in crisis, including appropriate referrals and follow-up.
* Demonstrated expertise in academic support systems, including advising and skills development. Understanding of learning theory and challenges related to academic preparation and achievement, including for marginalized students or students experiencing academic challenges. Understanding of academic motivation, and expertise in program development and service delivery related to academic success.
* Exceptional understanding of theories relating to human development, including cognitive, emotional, behavioural, relationship, moral and identity development. Thorough understanding of community development principles and theories.
* Demonstrated experience in the development and implementation of successful student life, student leadership, and retention programming.
* Multicultural awareness, strong background in equity issues, ability to engage students, faculty, staff, and alumni from a diverse range of demographics.
* Excellent knowledge of Microsoft Office Suite, web editing, and social media. Strong virtual communication skills. Experience and ability to design and produce online resources are an asset.
* Demonstrated understanding of university structures and decision-making. Strong understanding of, and commitment to, Colleges’ history and potential.
* Experience developing and managing budgets, experience in financial planning, and financial management.
* Experience with research and assessment of student programming, student retention and student success.
* A thorough understanding of relevant legislation, including (but not limited to) the following: the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, Freedom of Information and Protection of Privacy Act, Occupational Health and Safety Act, Ontario Employment Standards Act, Occupiers Liability Act, etc. In addition, is knowledgeable about strategic priorities of the Ministry of Colleges and Universities.
* High degree of enthusiasm, creativity, efficiency, and organization.
* Ability to maintain confidentiality.
* Some evening and weekend work required.

#### Supervision:

* Provide training, guidance, and direction, assigning and monitoring work for accuracy and completion and providing input into staffing decisions and performance evaluations.