



JOB POSTING

Date: September 8, 2022

Competition: #22-93

APPLICATIONS ARE INVITED FOR THE FOLLOWING FULL-TIME REGULAR POSITION

Position: Senior Manager, Student Learning Support and Disability Resources

Division: Student Affairs

Location: New Westminster Campus

Reporting To: Director, Student Affairs & Registrar

Justice Institute of British Columbia:

Justice Institute of British Columbia (JIBC) is Canada's leading public safety educator with a mission to develop dynamic justice and public safety professionals through its exceptional applied education, training and research. JIBC offers internationally recognized education that leads to certificates, diplomas, bachelor's degrees and graduate certificates; exceptional continuing education for work and career-related learning and development; and customized contract training to government agencies and private organizations worldwide. Each year, over 36,000 students study at one of JIBC's six campuses in B.C., through online education, and at locations in more than 150 BC communities, as well as sites across Canada and around the world. Our education contributes to safer communities and a more just society by providing professionals with the knowledge, skills and abilities to excel at every stage of their careers and make a difference every day.

Position Summary:

Are you curious, service-oriented, and passionate about post-secondary education and public safety? If you are, this position may be a great fit for you. Working with other members of the Student Affairs team, you will be responsible for providing career, educational and learning support, including curriculum development, for students of JIBC. You will also develop and maintain a comprehensive external referral network for those students requiring counselling services.

You will oversee the accommodation of students with disabilities and special learning needs including assessment of documentation and development of appropriate learning-related accommodations and service requirements. As the Manager, you will work with other divisions, including Academic Services, to build capacity throughout the JIBC for identifying and responding to students with learning support needs, with the goal of greater retention and success of JIBC students. You will provide leadership, direction and guidance to those who support students, and will provide further education, including professional development, specifically for coordinators and instructional staff on topics related to student need and student success.

Primary Responsibilities:

- Responds to student inquiries regarding learning challenges and difficulties that affect the individual student's learning experience, assessing needs and providing referrals, when appropriate;
- Reviews documentation from students with learning disabilities and, in collaboration with program staff and instructors, develops appropriate accommodations and service requirements;
- Retains a list of disability service providers (tutors, coaches, sign language interpreters) and provides information as required to divisional staff needing to arrange accommodation;
- Develops pedagogically appropriate materials for print and web communication outlining common learning challenges and faced by adult students, including transition to the post-secondary learning environment, with recommendations for self-initiated action and for seeking counselling assistance;
- Develops division-specific presentations for students to identify frequently experienced learning challenges, and to encourage self-identification and access to student support services;
- Develops and teaches student learning labs in the areas of writing, reading, and general literacy;
- Works with provincial partners to develop student support services such as write-away;
- Collaborates with Academic Services to deliver further education, including professional development, for instructional staff on student education-related issues and student learning challenges;
- Works collaboratively with other JIBC staff to identify adult student learning needs and contributes to the formulation of strategies that will increase student retention and improve student learning outcomes;
- Provides leadership, oversight and direction to any staff members dealing with learning issues, including guidance for student support and information on effective referral;
- Serves on and/or leads selected committees dealing with issues of student wellness and student success;
- Works collaboratively with students to enhance campus life services;
- Develops student affairs programs such as; student leadership, writing centers, student clubs, special interest groups or other wellness programs;
- Represents JIBC in provincial student disability networks and other student affairs organizations.

Qualifications & Requirements:

Academic:

- University degree at a Masters level preferred, in a relevant field (Social Work, Education, Educational Psychology related field).

Related Experience:

- Five years' experience in an educational setting, with experience counselling young adults and mature students;
- Experience responding to students with learning challenges and with students requiring disability accommodations;
- Experience in providing mental health support, including risk assessment and crisis intervention;
- Suicide prevention training / experience preferred;
- Training and experience in de-escalation;
- Working knowledge of support resources;
- Experience and knowledge for supporting violence / sexualized violence;
- Understanding of wellness programs, techniques and strategies;
- Experience in developing and delivering workshops to faculty and staff;
- Experience in producing support materials for students, staff, and faculty;
- Experience dealing with international and indigenous students preferred.

Other Knowledge/Training:

- Demonstrated strong language skills, including written and oral communication;
- Demonstrated skills in development of capacity-building, including the development and delivery of professional development programs for teaching and support staff;
- Exceptional interpersonal skills, including exercising sound judgment and providing supportive information for students who come from a range of diverse communities with diverse needs;
- Ability to build collaborative relationships across a variety of constituencies;
- Ability to plan, organize, and maintain administrative records systems;
- Ability to take initiative, identify opportunity, follow direction, and work as part of a team;
- Excellent organizational and time management skills; ability to work under pressure and to establish priorities;
- Excellent computer skills and willingness to learn new systems.

We offer a total compensation package that includes a benefit plan, which includes Extended Health and Dental Benefits after three months, and enrollment in the College Pension Plan upon hire. In addition, we offer 20 vacation days and 10 Personal Days annually (pro-rated in first year), as well as generous other leave entitlements.

Posting Date: September 8, 2022

Closing Date: September 29, 2022

Please submit a resume/CV, cover letter and *copies of academic / professional credentials*, quoting Competition #22-93 via email to People & Culture at hr@jibc.ca.

For more information about this position, please contact:

Mary DeMarinis, Director, Student Affairs & Registrar at mdemarinis@jibc.ca.

Justice Institute of British Columbia is an equal opportunity employer and is interested in broadening the diversity of its staff. We encourage applications from visible minorities, Indigenous peoples and persons with disabilities.

