

Principal, Canterbury College

The Principal is the chief officer of the Corporation and is responsible to the Board of Directors for the academic activities of the College. The Board may delegate to the Principal full authority to manage and direct the business and affairs of the Corporation and to employ and discharge agents and employees of the Corporation or may delegate to the Principal any lesser power. The Principal shall comply with all lawful directives given by the Board and shall at all reasonable times give to the directors all information they may require. Any agent or employee appointed by the Principal shall be subject to discharge by the Board.

Canterbury College is situated on the traditional territory of the Three Fires Confederacy of First Nations: the Ojibwa, the Odawa, and the Potawatomi. The college is affiliated with the University of Windsor and provides residential opportunities for students as well as a wide range of educational programs to develop body, mind, and spirit. Canterbury is a welcoming community committed to Indigenization and decolonization, and equity, diversity, inclusion, and accessibility in our teaching, learning, and work environments. Members from the designated groups (women, Indigenous/Aboriginal (First Nations, Métis, Inuit) persons, racialized persons/visible minorities, persons with disabilities, and persons of a minority sexual orientation and/or gender identity) are encouraged to apply.

To apply, please send resume and the names and contact information for three referees to:

The Ven. Jane Humphreys
Canterbury College 2500 University Ave. West
Windsor ON N9B 3Y1

Or via email to: canter@uwindsor.ca

Deadline for applications: January 31, 2024

Job Title: *Principal, Canterbury College*

Employment Tenure:

Customary Contract – 5 Years – average 15 hours per week. Notice of 6 months required to offer renewal or resignation.

Geographical location of position: Windsor, Ontario

Job Description

Reports To: The Board of Directors, Canterbury College

Reporting to the Board of Directors, the Principal is responsible for and accountable to the Board for setting goals and objectives for the College, and all aspects of the College's education programs;

engagement and assessment of teaching staff; teaching courses as appropriate; consults on various aspects of the College's buildings, programs, and provides leadership in the development of the College's cultural and social programs, including interacting with residents, selection of and consultation with the student leadership team, and the College's Student Awards Program, student dinners and other community building activities.

Summary of Responsibilities:

- Foster and encourage community life on campus, including the cultivation of body, mind, and spirit.
- Develop, administer, and evaluate academic activities.
- Maintain and foster stakeholder relationships to raise the College's profile and its fundraising efforts.
- Liaise with the University of Windsor

Job Duties (Duties may include, but are not limited to the following):

Community

- Supports all community development activities at the College.
- Selects, after interviews and consultation with the Executive Director, the student leadership team.
- Provides support in the personal development of each individual – ensures that the student leadership team members abide by the College's ethics and values.
- Makes themselves available to counsel and advise all Canterbury College residents.
- Manages, in consultation with the Executive Director, the Canterbury College Student Award Program – reviews students academic records, consults community stakeholders, and names the recipients of the various awards.
- Participates in community outreach programs or activities.
- Maintains a safe and orderly educational environment and determines the appropriate sanctions for the violation of College policies and procedures.

Academics

- Assists the Director of Education in the development, implementation, and assessment of all education programs delivered at the College or on its behalf (e.g., Certificate in Christian Studies, ElderCollege, Lay Reader/Leader courses).
- Assists in the selection and evaluation of instructional personnel.
- Assists in the development and management of the education budget.
- Establishes the academic standards for Canterbury College's education programs.
- Ensures that any education program or course offered at Canterbury College by third party organizations meets the College's ethics, values, and appropriate academic standards.
- Works with the Principals of the Tri-Colleges (Assumption University and Iona College with Canterbury College) and the appropriate bodies at The University of Windsor on the development and implementation of new educational offerings or other initiatives.
- Manages the teaching of Licentiate in Theology courses in partnership with Huron University College.

The Incorporated Synod of the Diocese of Huron

- Represents the interests of Canterbury College at Diocese of Huron meetings and functions.
- *Ex-officio* member of the Synod of the Diocese and Essex Deanery Council.

Other duties

- Reports on their community building, academic and stakeholder activities to the College's Board of Directors monthly, or as directed.
- Fundraising – provides direction, meets with potential donors and benefactors.
- Attends community functions to represent the College and the College's interests.
- Supports the Board's formulation of policies and procedures.
- Upholds the College's ethics and values, as evaluated by the Board of Directors.
- Abides by the policies and procedures of the College.

Qualifications

Experience:

- Demonstrated and progressive experience in community building.
- Demonstrated experience in stakeholder relations.
- Successful fundraising campaign experience (capital and endowment development).
- Academic cultural experience navigating post-secondary systems and an understanding of current student concerns.
- Experience in curriculum development, educational administration, and teaching.

Education:

- Post-secondary education beyond the bachelor's degree
- Doctoral degree (preferred)

Licences, Certificates, and Reference Checks:

- A Vulnerable Sector Records Check.
- Reference Checks attesting to community building skills, non-profit management, and academics.

Other Requirements:

- Willingness to work flexible schedule, which may include overtime, weekends, evenings, and early mornings.
- Flexibility to meet variable needs and schedules throughout the year.