



Inspiring Innovation and Discovery

Assistant Director, Centre for Continuing Education

Ranked as one of the top 100 universities in the world, McMaster is a major employer and economic catalyst in the Hamilton region, and is deeply involved in the fabric of the community. The residents of the Hamilton region enjoy excellent health and educational services, many cultural and sports attractions, and proximity to the world-renowned Niagara Region, Toronto and the U.S. border. In addition to its beautiful 300 acre main campus at the western end of Lake Ontario in Hamilton, McMaster also has four regional campuses in Burlington, downtown Hamilton, Kitchener-Waterloo and Niagara. As one of the most diverse cities in Ontario, Hamilton has an exceptional sense of community and collaboration. It strives to be a place where people of all socio-economic backgrounds, ages and abilities can find a home and have access to the support and opportunities they need to succeed.

McMaster's highly-regarded Centre for Continuing Education (CCE) has provided services to the Hamilton community for 86 years. CCE is a vibrant and evolving member of the University and Hamilton communities. Offering more than 200 courses and workshops blending theoretical knowledge and practical applications, many of these offerings lead to certificates and diplomas recognized by professional and accreditation bodies as well as opportunities to earn credits within McMaster University degrees. In addition, the Centre offers an impressive array of professional development programs and corporate training options to organizations and businesses. While the Centre continues to champion excellence in more traditional forms of adult and professional education, it is experiencing impressive growth in online programs. The Centre is also a leader in community engagement for McMaster University and part of the University's commitment to a presence and activity in the core of Hamilton. Having relocated to its present location in downtown Hamilton in 2015, its new strategic plan enables CCE to evolve in ways that are responsive to the needs of 21st century learners as well as position itself as a leader in community engagement.

The Assistant Director will work as part of a senior team including the Director, a second Assistant Director, and the Manager of Finance and Administration. The primary areas of responsibility for the incoming Assistant Director include community engagement reflecting the vision and mission of the Centre, the University, and the City of Hamilton as well as credit programming (certificate and diploma programs) and non-credit programming (corporate training). The Assistant Director leads a high-performing team of Program Managers. This team is responsible for programs using face to face, blended, and online approaches; course and program revisions; hiring of subject matter experts and instructors; budgeting and working with CCE's marketing team.

As the ideal candidate, you have broad leadership experience in adult education in post-secondary environments, and a Master's degree (preferably in Adult Education, Continuing Education, Higher Education or Community Engagement/Studies). Your well-rounded skill set includes team leadership, financial management and organizational/business processes experience; educational partnering and/or community engagement experience; and experience in the development and delivery of different and

innovative university-level programs that use online, blended and face to face learning models. Corporate training and business development experience would be an asset. With your keen strategic sense coupled with exceptional relationship and communication skills, this is your opportunity to join one of Canada's most dynamic universities and apply your passion and innovative approaches for learning and capacity building in adult education and community contexts.

McMaster University is committed to Integrity, Quality, Inclusiveness and Teamwork. We strive for a culture which promotes the rich diversity of our community, we value the unique knowledge of underrepresented groups, and we acknowledge the inequitable representation of marginalized groups. We encourage qualified candidates with the skills and abilities that contribute to equity and diversity in research, teaching, and the workplace. All qualified candidates are welcome to apply, and we encourage applications from members of groups that have been historically disadvantaged and marginalized, including women, persons with disabilities, First Nations, Métis and Inuit peoples, members of racialized communities and LGBTQ-identified persons. Job applicants requiring accommodation to participate in the hiring process should contact the Human Resources Service Centre at 905-525-9140 ext. 222-HR (22247) to communicate any known accommodation needs.



Please forward your application (letter and resume) to Louise Sidky at Sidky Myron & Associates, Davisville Centre, 1920 Yonge Street, suite 200, Toronto ON M4S 3E2, via email at candidatecce@sidkymyron.ca (416) 572-7658. All responses will be acknowledged.