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OPPORTUNITY PROFILE

**Academic Chair,
Edna Edwards School of Nursing
Location: Winnipeg, MB**



ASSINIBOINE INVESTS IN THEIR PEOPLE

The Organization

Assiniboine College has been providing exceptional learning experiences that have been transforming lives and strengthening Manitoba through applied education and research for 65 years. Assiniboine offers more than 75 unique certificate, diploma, and advanced credential programs across a variety of disciplines including culinary arts and hospitality, business, agriculture and environment, health and human services, trades, and technology. The college welcomes more than 10,000 students annually and has permanent campuses in Brandon, Winnipeg, Dauphin, and Southport, along with dozens of rural rotating and community sites each year.

Why Work Here?

We believe in the transformative power of education and are committed to creating a dynamic and inclusive learning environment, guided by our [Strategic Plan](#). As we continue to grow and evolve, we are on the lookout for talented individuals who share our passion for education, innovation, and community to join our diverse team.

Here at Assiniboine, we are not just building careers; we are shaping futures. Our commitment to excellence in education is reflected in the quality of our programs, the success of our students, and the dedication of our staff. If you are looking for a workplace where your skills are valued, your ideas are heard, and your professional growth is nurtured, then you've come to the right place.

Join us in making a difference in the lives of our students and the communities we serve. Discover a fulfilling career at Assiniboine, where innovation, collaboration, and a passion for learning come together. Take the first step towards a rewarding future – explore our current job openings here and start your journey with Assiniboine today. Your career adventure awaits!

To learn more about Assiniboine College visit: www.assiniboine.net.

Edna Edwards School of Nursing

The Edna Edwards School of Nursing is the lead trainer of Practical Nurses in Manitoba and Canada. In addition to the nursing program offered at all permanent campuses, Assiniboine delivers nursing programs in rural rotating and community-based sites across the province – training future nurses in more than 10 locations in all corners of the province at one time.

In May 2026, Assiniboine unveiled the Edna Edwards School of Nursing, named in honour of the late nurse and health education advocate Edna Edwards. Assiniboine was the recipient of an incredibly generous \$4 million gift towards the School of Nursing to honour the legacy of Edna Edwards. This transformational gift will advance student experiences and research opportunities and provide financial awards for students pursuing the RN bridging pathway. President Mark Frison described naming the school after Edwards, given her dedication to the field, as a “great honour,” and stated that the donation would support students for years to come.

Programs

Practical Nursing

Assiniboine’s two-year Practical Nursing diploma program prepares graduates to meet entry-level competencies of the College of Licensed Practical Nurses of Manitoba (CLPNM) and to be eligible to apply for licensure as a Practical Nurse in Manitoba.

Practical Nursing Bridging

Assiniboine’s Continuing Studies program offers three bridging courses to help certificate-prepared Licensed Practical Nurses progress towards a diploma.

Comprehensive Health Care Aide

The six-month Comprehensive Health Care Aide program prepares graduates to care for patients in a clinical setting. The program is available for study through distance education to domestic students only.

Nursing Continuing Education (NCE): A dynamic and integral part of the School of Nursing, offering continuing education, professional development, and workforce development initiatives that support lifelong learning and meet evolving healthcare needs.

Accelerated Bachelor of Nursing (BN) Program: The School is anticipating the approval and launch of an Accelerated Bachelor of Nursing (BN) program designed for experienced Licensed Practical Nurses (LPNs). This post-licensure pathway will prepare graduates to transition into the Registered Nurse (RN) role by meeting the profession's legislated scope of practice and ethical standards.

Academic Chair, Edna Edwards School of Nursing

This full-time, regular position is located in Winnipeg, Manitoba.

The Academic Chair is a key leadership position within Assiniboine College. The Chair ensures that the college provides an integrated learning experience that is valued by students, enhances their success and prepares them for their future. With a focus on exceptional learning experiences, the Chair is responsible for the program's day-to-day operations including hiring, managing and developing faculty and staff, overseeing curriculum processes, working collaboratively with the Associate Dean and others on academic processes such as program reviews, program development, capital planning and budget. The Academic Chair oversees the day-to-day operations at Assiniboine College's Winnipeg location.

Responsibilities & Accountabilities

Leader Faculty

- Provide day-to-day guidance and coaching to faculty on teaching and learning and other academic matters
- Lead faculty hiring, onboarding, and performance management
- Provide day-to-day supervision and direction on administrative matters to faculty and staff
- Facilitate faculty participation in program management, and faculty contribution to school and college wide academic and professional matters
- Coach faculty in policy requirements, (including health and safety regulations)
- Facilitate faculty development and credential/skill attainment relevant to their teaching positions
- Conduct formal performance reviews, providing formative and summative feedback
- Plan/approve faculty professional development plans
- Assign, manage, and report faculty contact hours/workloads as per policy and the collective agreement
- Create staffing plans, including succession planning
- Final stage dispute resolution for both faculty and students
- Work with faculty to ensure existing program curricula are current and relevant

Manage Programs

- Manage enrolment in programs and courses
- Involve faculty in program planning, scheduling, and Indigeneity
- Timetable courses
- Manage the relationship with First Nation or Indigenous partners
- Ensure work placements for students are appropriate

- Ensure adherence to health and safety regulations
- Conduct investigations and participate in decision-making using processes as per policy
- Identify potential applied research opportunities
- Supervise research practices, including student research undertaken in their classes (i.e. ethics reviews needed when students are doing surveys, interviews or in the use of animals)
- Collaborate with service departments on effective use of facilities and technology for teaching and learning
- Manage program equipment and disposable inventories
- Manage industry, education and community partnerships

Manage Students

- Facilitate student learning contracts and/or student behaviour contracts
- Manage student retention/success programs
- Collaborate with Student Success Advisors on managing students at risk
- Collaborate with Indigenous Affairs on the inclusion of Indigenous Elders and Knowledge Keepers
- Liaise with sponsors to facilitate student success
- Ensure the provision of student accommodations
- Ensure students understand the College of Licensed Practical Nurses of Manitoba (CLPNM) regulatory obligations of the student and the Licenses Practical Nurse (LPN) in Manitoba, including the requirements for application to the CLPNM registers as SPN, GPN, and LPN
- Ensure students are informed of academic policies, which impact their program of study, including professional suitability, academic and disciplinary appeals, and student conduct, behaviour, and discipline

Manage Quality

- Lead the development of program reviews as per policy
- Manage program accreditation processes, and articulation/transfer requirements
- Making recommendations on admissions policy and calendar changes
- Lead course and program changes, seeking appropriate approvals
- Guide curriculum development and managing curriculum assets
- Approving course outlines as per college standards
- Contribute to Program Advisory Committee functions (PACs)
- Prepare program proposals for new programs and program modifications

Lead Indigenization and decolonization of curriculum

- Lead Indigenization strategy
- Facilitate acknowledgement of traditional territories of First Peoples using a variety of mediums (in lectures, course outlines, and web-based course architecture)
- Work with Elders and Knowledge Keepers to infuse cultures and Indigenous worldviews into the curriculum
- Understand Indigenous worldviews, the distinction and diversity of Indigenous People by language, cultures, and regions
- Include Indigenous perspectives and learn about and use Indigenous pedagogical approaches
- Visit Indigenous communities for field trips, events, and feasts
- Incorporate talking circles in curriculum delivery to facilitate communication (circle methodology)
- Respect and recognize rights for distinctive Indigenous customs, spirituality, traditions, and practices
- Use Indigenous Principles of Learning such as experiential and lifelong learning approaches
- Use the oral tradition, telling stories, with guest speakers such as Elders, Knowledge Keepers, and community leaders
- Collaborate with partners and engage in effective and respectful dialogue with Elders and Knowledge Keepers in curriculum delivery

Manage Change

- Develop and maintain operational plans for all programs
- Lead change initiatives, such as those associated with academic plan and apply change management practices
- Lead new program development
- Develop and oversee program and course renewal
- Demonstrate project management and change management, using appropriate tools

Manage Finances

- Supervise day-to-day financial operations
- Develop and oversee program budgets
- Collaborate with college leadership to create multi-year budgets, including capital budgets, as per operational plans
- Cultivate new business development including contract training, international, and cost recovery activities
- Provide financial reports and project revenue as required
- Demonstrate effective financial decision making

- Oversee budget expenditures
- Develop financial and program proposals for contract training
- Procure resources as per policy

Manage Student Recruitment

- Meet with potential students through information sessions and other means
- Provide academic advising when needed
- Participate in selection process
- Schedule Spend-a-Day visits
- Lead program information presentations
- Participate in open house plans and activities
- Fulfil partnership agreements for community outreach
- Participate in college events
- Promote Assiniboine College and its programs
- Contribute to marketing literature
- Manage technical information on program pages

Competencies

Professional Competencies

- Maintain membership in professional associations as required
- Actively cultivate professional networks in post-secondary community as well as occupational areas
- Attend workshops & conferences
- Update credentials as required
- Participate in college-identified training
- Gain operational knowledge of college systems (Colleague, Ad Astra, Shared Drive, Outlook)

Personal Competencies

- Demonstrate resiliency and confidence
- Practice entrepreneurship
- Lead others
- Use excellent communication skills (i.e. written, oral, technical)
- Manage own time and time of others

- Manage effective meetings
- Manage and resolve conflict
- Think critically and creatively
- Build positive relationships across the college with/among staff and students
- Demonstrate financial stewardship
- Prioritize tasks
- Collaborate with others
- Support colleagues
- Demonstrate Emotional Intelligence
- Make decisions and solve problems
- Be passionate, take initiative, deliver results
- Be ethical
- Manage and lead change
- Manage directives
- Display a sense of humour

The Person

Qualifications

- Have appropriate nursing credential, a relevant degree; (Master's preferred), and current nursing experience
- Must be eligible for registration with one of Manitoba's three nursing regulatory bodies
- Adhere to the regulatory body's professional ethics and practice standards of the nursing profession
- Expert knowledge of the nursing industry trends, developments, and initiatives
- Knowledge of and committed to the spirit of the Truth and Reconciliation Calls to Action
- Thorough knowledge of the health care system with a broad knowledge base of the diverse specialty areas in nursing
- Keep current with trends in the health care sector and provide expertise and advice to partners, colleagues, and students to facilitate quality programming and an evidence-informed curriculum
- Strategic and operational planning, programming, and budgeting experience

Knowledge, Skills and Abilities

- Knowledge of Canadian post-secondary college trends, developments, and directions.
- Establish and maintain effective working relationships both within the college, and with externals

- Outstanding interpersonal, communication, presentation, influencing, and negotiation skills including the
- Ability to develop and promote close and effective internal and external work relationships
- High-level analytical skills together with the capacity to evaluate situations make decisions and consult with others to inform, facilitate and expedite decision-making
- Ability to use the computer system designed for Assiniboine, including word processing and budget analysis
- Strong financial and budgetary skills
- Analytical decision-making skills, flexibility and attention to detail
- Be culturally competent working with and in First Nation communities and with Indigenous People and organizations

Compensation

Classification: Excluded

\$114,702 - \$146,389 annually

Assiniboine College offers competitive benefits and relocation allowances that may be discussed at a later stage.

Express Your Enthusiasm

Leaders International values diversity, equity, and inclusion in all aspects of our operations. Candidates are invited to contact us directly with any accommodation requests.

To apply for this exciting leadership opportunity, email a convincing cover letter and tailored resume (PDF or Word) to **Cameron Geldart or Heather Fookes** at apply@leadersinternational.com, indicating the job title in the subject line of the email.

Leaders International Executive Search

www.leadersinternational.com