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OPPORTUNITY PROFILE

**Associate Dean,
Edna Edwards School of Nursing
Location: Brandon or 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.

Associate Dean, Edna Edwards School of Nursing

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

The Associate Dean is a senior academic leader who works collaboratively with the Dean to provide strategic and operational leadership across the Edna Edwards School of Nursing. The Associate Dean translates institutional priorities into operational practice, supports programs in achieving excellence in teaching and learning, student success and program quality, and leads strategic initiatives on behalf of the Dean.

The Associate Dean provides leadership across multiple academic programs and portfolios, ensuring consistent implementation of college priorities while fostering quality, collaboration, innovation, continuous improvement, and employee engagement.

Responsibilities & Accountabilities

Leadership

- Provide educational leadership to academic programs to ensure high quality, relevant, innovative, and responsive health education
- Provide direction and support to Chairs and Coordinators to ensure successful management of programs, students, and instructors
- Liaise with regional, provincial, and national businesses and professional communities to identify overall training needs for the school and provide direction regarding how to respond to these needs
- Liaise with other educational institutions, professional associations, and accrediting bodies to provide articulation and transfer
- Develop and support strong relationships with strategic partners and regulators of college programs
- Plan and support the use of new educational technologies
- Foster an environment conducive to open communication and discussion among staff, including involvement of external groups. Ensure a forum exists for such discussion
- Promote an environment of open two-way communication encouraging staff input and up and down information flow
- Identify ideas, sensitive issues or concerns that have college-wide implications to the Dean or Vice-President, Academic and provide recommendations and rationalizations on matters of college policy, procedure, and direction
- Support the college's employment equity

Planning and Development

- Participate in the development of strategic and mid-range plans for the college

- Develop strategic and mid-range plans for programs, based on information gained through extensive involvement with the community and industry, the regulators when applicable, and government departments dealing with health human resources planning
- Develop an annual operational plan for the health programs using broad-based consultative approach. The annual operational plan will include base budget, contact training and continuing studies programs and international activities
- As a member of the academic leadership team and the Learning Leadership Council, develop academic planning guidelines, policies and procedures, and prioritize academic programs and activities to ensure academic excellence
- As a member of Management Council, share and discuss college-wide strategies and issues and communicate these with the college community
- Develop and operational plan for co-operative education and practicum components for health school programs
- Develop, deliver, and evaluate contract training programs and projects
- Plan for and purchase capital equipment and training materials (short and long-term)
- Research, develop, write, and present new program proposals based on identified needs
- Collect and write material to be included in operational plans, ministerial responses and reports

Supervisory

- Provide direction and coaching to health program chairpersons and coordinators in the day-to-day academic and operational leadership
- Supervise staff to ensure optimum utilization of resources, development and delivery of current, relevant programming and effective and efficient operation of programs
- Ensure responsibilities of chairpersons and instructional staff are carried out through established objectives, regular constructive feedback and direction
- Provide constructive feedback and direction to chairperson(s) and administrative staff through regular meetings and performance evaluations
- Direct and participate in the recruitment and selection process

Academic

- Provide leadership and quality assurance in the provision of inclusive, student centred teaching and learning
- Foster a commitment to academic excellence and student success
- Ensure the teaching and learning environment is culturally appropriate, inclusive, current and relevant
- Ensure program proposals, program review, and curriculum modifications are carried out as required by college and regulatory standards
- Ensure curriculum is developed in approved format and that approved curriculum and evaluation methodologies are being followed in the classrooms, labs and shops

Promotion and Student Recruitment

- Develop effective and appropriate strategies for the promotion of health-related programs and recruitment of students
- Represent the college on appropriate national and provincial committees

Budgetary

- In conjunction with chairperson(s), prepare and co-ordinate operating, salary, and capital budgets
- Prepare contact training budgets for programs, and monitor contact training activity to ensure budget projections are met
- Manage budgets to ensure effective resource utilization including human resources, procurement of equipment and materials, and other services, and maintain effective fiscal management

Competencies

Knowledge

- Of trends, contemporary models for and best practices in adult education
- Awareness of the day-to-day demands that chairpersons, coordinators and faculty face, and of the strategies and models for assisting and coaching others in managing these challenges
- Of the LPN profession, and knowledge of overseeing and operating a health profession education program for a regulated profession

Skills

- In program design, adult teaching methodologies, counselling and advising, preparing complex written documents
- In analyzing/interpreting/implementing policies and procedures
- In researching, preparing and compiling reports
- In oral and written communication
- In making presentations to a variety of audiences

Ability

- To successfully handle challenging situations in a professional manner
- To establish and maintain effective working relationships within the college and with external agencies and partners
- To meet attendance requirements with dependability and consistency
- Outstanding interpersonal, communication, presentation, influencing, and negotiation skills
- To develop and promote close and effective work environments and relationships, internally and externally

- High-level analytical skills together with the capacity to evaluate situations, make decisions and consult with others to inform, facilitate, and expedite decision-making
- To develop and maintain rapport with peers, administrators and academic associates
- To lead by example and earn the respect of school staff, and demonstrate leadership and teamwork abilities

The Person

Qualifications

- Must be a qualified nurse, with a related degree (Master's preferred), holding a current active license and is in good standing with the applicable regulatory body

Will demonstrate:

- Ethical leadership, including professionalism and accountability
- Strategic thinking
- Operational excellence
- Collaboration
- Courage
- Accountability
- Innovation
- Inclusion
- Cultural awareness and active support of Indigenization, equity and Truth and Reconciliation
- Emotional intelligence
- Sound judgement
- Systems thinking
- Coaching, mentoring and relationship building
- Change leadership
- Financial stewardship
- Clear communication
- Decisiveness
- Resilience
- Continuous learning
- Attention to detail
- Awareness of the scope of practice of the LPN in Manitoba and recognize the contribution of LPN's in Manitoba's health transformation initiative

Compensation

Classification: Excluded

\$128,180 - \$163,580 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