#### Trent University LogoEXEMPT JOB DESCRIPTION

**Job Title:** Principal, College

**Job Number:** X-365 | VIP: 1491/1094/1093/1078/1077

**Band:** EXEMPT-9

**Department:** Colleges

**Supervisor Title:**  Head of Colleges

**Last Reviewed:**  September 19, 2024

#### **Job Purpose:**

Reporting to Head of Colleges the Principal provides leadership in the community of learning of the College, and in that capacity creates a sense of community that enhances the Trent experience and contributes to student growth, self-reliance and retention. In building collegiate community, the Principal fosters and facilitates activities that highlight the academic interests and achievements of members of the College community and Trent University, both within the university and to the broader external community, including the external community, in fundraising, and in alumni relations.

The Principal is responsible for the strategic direction and effective management of their College and provides leadership and oversight of programming and activities to support the College community and identity. This position develops a wide range of initiatives, broad student experience/student support programming, as well as builds collaboration with all university stakeholders.

The Principal will work with the Deans and faculty to promote activities that support research and teaching within the Colleges through the sponsorship of visiting speakers, seminars, conferences, and similar activities. The Principal will also collaborate with Faculty Fellows to increase faculty involvement in College activities and providing student mentorship.

#### Key Activities:

* Leadership and Strategic Planning Identifies key facets of their College’s identity and implements intentional differentiation and specialization while ensuring consistent levels of student support/programming. Each College specializes in something of academic interest to a broad group within the student body, preferably multi-disciplinary in nature, so as to attract students while maintaining a diversity of academic specialties within the College community.
* Leads the development of programming that will ensure a culture of College engagement for both in residence and off-residence students. This includes the establishment of strategic plans including targets for outcome measures that relate to programs and services offered within the Colleges.
* Guides and leads the development of College academic initiatives that enhance student academic success, experiential learning, and faculty involvement in College life.
* Hosts “in residence” programs that feature notable guest artists, writers, researchers, and alumni.
* Collaborates with key university student service providers to implement targeted programming and initiatives that include student skills development, early intervention strategies for at-risk students.
* Drives the creation of innovative approaches to increase engagement and retention for students from equity-deserving groups.
* Leads the College’s Advisory Council, consisting of student leaders, College staff and faculty partners. This committee advises on planning, budgeting, and policies for the College.
* Champions leadership development and provides mentorship, support and training to professional staff and student leaders. Oversees the development of programming, communication, and support for students’ academic success within and across colleges.
* Undertakes long-term planning for College community development and student success, informed by research, data collection and assessment.
* Develops and implements comprehensive communication strategies to keep College members informed of key activities and actively engaged in College life. In cooperation with Deans, Chairs and departments and the Manager, Collegiate Academic Supports, the Principal, ensures an equitable level of student advising and academic skills support is available to every student within the College.
* Works with the Director of Residence Life and their team to support Living Learning Communities and their engagement with the broader College community.
* Leads and facilitates faculty and staff connections to the College. Establishes regular contact with faculty through department and one-to-one meetings, to identify interests and facilitate links to the College. Collaborates with faculty, departments, and other university divisions to identify, develop, and implement programs and activities that enhance the academic and personal development of students in the College.

##### Recruitment and Retention

* The Principal works cooperatively with senior leaders in the administration of Trent University in activities intended to enhance student retention and to raise the profile of the university in the wider community.
* Coordinates with Recruitment and Admissions to expand the role of the College in recruitment initiatives.
* Supports and leads experiential learning and career focused programming in their college that contributes to student recruitment and retention. Leads retention efforts for students affiliated with their College, with an emphasis on first year off campus, transfer and mature students.
* Collaborates with Careerspace and other campus partners to promote experiential learning opportunities and career focused programs to prospective and current students, to enhance their success and post-graduation opportunities. Works with the Marketing & Communications Department to create a clear identity for the College to be used in recruitment initiatives including branding and innovative promotional materials, in an effort to bring Trent’s collegiate system to the forefront of our recruitment process and highlighting it as an element that sets Trent apart.
* Plans and coordinates recruitment activities for the College through attendance at events such as Ontario Universities Fair (OUF), Trent Open Houses, and high school visits.
* Establishes strategic plans including targets for outcome measures that relate to programs and services offered within the College.
* Collaborates with Student Affairs on the planning and implementation of a collegiate Orientation Week and other first-year transitional programming to enhance the first-year experience and support retention initiatives.

##### Administration

* Responsible for all administrative functions within the College, including financial management and budgeting, human resources, operating, strategic planning, and assessment. This includes working collaboratively with Financial Services, Facilities Management, Human Resources and Senior Administration.
* Hires, trains, and supervises Academic Advisors, Academic Skills Instructors, College Administrative Assistants/Coordinators; responsible for the student staffing plan in their College
* Creates an effective team with clear roles, responsibilities, and tangible goals.
* Develops and maintains central College policies, including access, use of space, and rental rates.
* Represents and advocates for the Colleges on a range of university and community bodies, including the Strategic Enrollment Management (SEM) Committee
* Liaises with the appropriate contacts (e.g. Facilities Management) to ensure that College facilities are appropriately supplied and maintained; identifies the need for renovation and expansion of College spaces and conducts regular reviews to identify efficiencies to make the College more accessible to the public.

##### Community & Alumni Relations

* Leads the development and maintenance of long-term, active partnerships between the College and the wider Peterborough community.
* Leads the development and implementation of a community engagement plan to increase community use of the College’s facilities.
* Ensures robust community engagement through hosting community and alumni focused events in the College. Pursues new opportunities for revenue generation through the development of community partnerships.
* Works with the Vice-President External Relations & Advancement to raise funds for endowments and capital projects that promote the long-term health of the Colleges and their capacity for discretionary expenditures for College events, projects, and initiatives.
* Creates effective, results-oriented relations across entire campus, engaging staff, faculty, and students in campus-wide activities related to their College.
* Identifies and facilitates alumni connections and encourages alumni involvement in College life wherever possible.

#### Education Required:

* Doctorate Degree required.

#### Experience/Qualifications Required:

* The Principal should have a minimum of seven (7) years of professional experience in higher education that demonstrates leadership in teaching, scholarship, student development and/or contributions to the community. The College Principal should demonstrate a record of building cooperative teamwork across institutional agencies.
* Excellent interpersonal skills and written/spoken communication skills, tact, and patience. Well-developed counselling/coaching skills, with an understanding of issues such as power dynamics, boundaries, self-disclosure, ecological systems, and motivational interviewing. Superior conflict management, mediation and negotiation skills, and political acumen.
* Excellent presentation skills and experience in developing and presenting programs related to a range of student academic and student life issues, including potentially sensitive issues such as sexual assault prevention, alcohol/drug awareness, suicide prevention, etc.
* Demonstrated expertise in current research and best practices in co-curricular engagement, enrolment management, and student support. Demonstrated expertise in student leader engagement, including supporting independent and autonomous student leadership. Demonstrated experience in supporting students in distress or in crisis, including appropriate referrals and follow-up.
* Demonstrated expertise in academic support systems, including advising and skills development. Understanding of learning theory and challenges related to academic preparation and achievement, including for marginalized students or students experiencing academic challenges. Understanding of academic motivation, and expertise in program development and service delivery related to academic success.
* Exceptional understanding of theories relating to human development, including cognitive, emotional, behavioural, relationship, moral and identity development. Thorough understanding of community development principles and theories.
* Demonstrated experience in the development and implementation of successful student life, student leadership, and retention programming.
* Multicultural awareness, strong background in equity issues, ability to engage students, faculty, staff, and alumni from a diverse range of demographics.
* Excellent knowledge of Microsoft Office Suite, web editing, and social media. Strong virtual communication skills. Experience and ability to design and produce online resources are an asset.
* Demonstrated understanding of university structures and decision-making. Strong understanding of, and commitment to, Colleges’ history and potential.
* Experience developing and managing budgets, experience in financial planning, and financial management.
* Experience with research and assessment of student programming, student retention and student success.
* A thorough understanding of relevant legislation, including (but not limited to) the following: the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, Freedom of Information and Protection of Privacy Act, Occupational Health and Safety Act, Ontario Employment Standards Act, Occupiers Liability Act, etc. In addition, is knowledgeable about strategic priorities of the Ministry of Colleges and Universities.
* High degree of enthusiasm, creativity, efficiency, and organization.
* Ability to maintain confidentiality.
* Some evening and weekend work required.

#### Supervision:

* The Principal has direct responsibility OPSEU/CUPE staff and indirect responsibility for student staff.