Recognized as one of the finest universities in Canada, St. Francis Xavier University has a reputation for academic excellence and meeting the needs of today’s undergraduate and graduate students through outstanding teaching, exceptional hands-on research experiences, the very best in a residential community, and unique opportunities to contribute to communities at home and abroad. StFX is located in Antigonish, Nova Scotia, a vibrant, arts community with 15-minutes proximity to the ocean, and two hours to Halifax and an international airport.

Reporting to the Academic Vice-President and Provost, the Director of Continuing & Distance Education is responsible for the overall management, development, implementation, promotion, financial viability, and delivery of all courses, programs, technology for online course delivery (Blackboard Collaborate), budget planning and management, operational planning, and human resources planning for the Department of Continuing & Distance Education. The Director demonstrates leadership ability, confidence and professionalism in all aspects, providing guidance and strategic direction to the department.

The Continuing & Distance Education Department administers a variety of credit, non-degree and non-credit courses and programs, including:

- Collaborating with the School of Nursing, Continuing & Distance Education administers the Distance Nursing (Post RN BScN), the LPN to BScN online program offering, distance certificate programs in Continuing Care and Gerontological Nursing.
- Collaborating with the Faculty of Education, Continuing & Distance Education administers the Master of Education, part-time BEd, Certificate programs and Diploma in Adult Education.
- Spring Session - undergraduate and graduate courses held on-campus, off-campus, and online.
- Summer Session - undergraduate and graduate courses held on-campus, off-campus, and online.
- Fall/Winter Session - undergraduate and graduate courses held on and off-campus, and online.
- Individual non-credit courses online or site-based such as University Preparation courses.

The successful candidate will have Master’s degree in any of Educational Leadership, Instructional Design and Technology, Instructional Systems, Educational Technology, Adult Education, or a related field. Experience in a leadership role related to the successful implementation and program evaluation of online programs is expected. Seven to ten (7-10) years of experience directly related to leading and managing distance and online learning in adult learning or higher education is preferred. The candidate will be an excellent facilitator of collaboration among both internal and external stakeholders. The individual must demonstrate an ability to collaborate and work closely with other departments and faculty groups to achieve project goals and objectives. The ideal applicant will have experience managing departmental budgets, strong verbal and written
communication skills, the ability to handle multiple projects and deadlines and value student-centered management of a service organization.

StFX respects diversity and welcomes applications from visible minority group members, women, Indigenous persons, persons with disabilities and members of sexual minority groups.

To be considered for this opportunity, please submit a cover letter, a curriculum vitae and related information in confidence, to Dr. Kevin B. Wamsley, Academic Vice-President & Provost and Chair, Selection Committee at avp@stfx.ca.

The Selection Committee will begin considering applications in mid-June 2021.