



POSITION AND CANDIDATE SPECIFICATION

Marianopolis College

Academic Dean

DÉCARIE TRANSEARCH

THE INSTITUTION AND THE POSITION



MARIANOPOLIS
COLLEGE



Marianopolis College

Founded in 1908, Marianopolis College is Quebec's only private subsidized English college specializing in pre-university studies.

A gateway to the world's top universities, the College's record of academic excellence, on-time graduation levels and university-acceptance rates into competitive programs is unmatched in Quebec.

Marianopolis College strives to provide a unique and transformative experience to a diverse student body of about 2,000 students that prepares them for success at university and sparks a lifelong love of learning.

Marianopolis College is located in a beautiful residential area of the city of Westmount in the former Collège Marguerite-Bourgeoys. The architecturally significant building was designed by Marchand and Amos and built starting in 1926.

The position

Under the authority of the Director General, the Academic Dean oversees all academic affairs at the College and is accountable for educational quality. The role leads the development, implementation, and assessment of programs, services, and initiatives that support students' intellectual and personal growth.

The Academic Dean acts as the primary liaison with the Ministry of Higher Education and external partners on all academic matters, including programs of study.

In the absence or incapacity of the Director General, the Academic Dean assumes the Director General's powers and duties.

KEY RESPONSIBILITIES

Academic Dean Marianopolis College



- Collaborates with the Director General on the development, implementation, and assessment of the College's operational and strategic priorities;
- Ensures the continuous improvement of the College's quality assurance system;
- Oversees the development, implementation, and assessment of all academic programs, policies, and services in compliance with ministerial regulations and legal obligations;
- Supervises all faculty, and in collaboration with Department Chairs, manages the proper functioning of academic departments, including day-to-day operations, teaching workloads, curriculum development, performance evaluations, and budgeting;
- Assumes overall responsibility for all administrative departments that directly support the student learning experience, notably Enrolment Services, Academic Advising, AccessAbility Centre, Learning Resources, Programs, Library Services, and Student Affairs;
- Represents the College on labour relations matters involving faculty members;
- Oversees the proper functioning of Academic Council, ensures its liaison with the Board of Governors, and serves as an officer on the Board of Governors;
- Represents the College at external organizations and committees, and in meetings with external partners and stakeholders, including the Ministry of Higher Education, colleges, and universities.

REQUIRED QUALIFICATIONS

Academic Dean Marianopolis College



Education and Experience

- Master's degree in an appropriate field; a PhD is considered an asset;
- Teaching experience in higher education;
- Extensive experience in an academic management role, preferably at the college level;
- Strong understanding of the Québec education system, particularly at the college level, and of current trends in research and innovative pedagogy.



Skills and Knowledge

- Embodies the Marianopolis mission, vision, and values;
- Inspiring leader with strategic vision, political acumen and strong communication skills, with the ability to anticipate trends and translate strategic insight into pragmatic, actionable plans;
- Managerial courage and ability to analyze and resolve complex situations;
- Demonstrated skills in servant leadership, teamwork, consensus-building, and change implementation;
- Excellent command of English (written and spoken), and fluency in French.

Privacy policy

In accordance with *Law 25*, or *Law modernizing legislative provisions on the protection of personal information*, we uphold the confidentiality of information provided by candidates in the context of our searches.

By submitting your resume or any other personal data, you express your consent for this information to be disclosed to our client as part of this mandate and retained for a specified duration in our database.

For more information or to apply

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