

Position: Director, SMU Entrepreneurship Centre (APC)
Department: Sobey School of Business
Salary: \$79,921 – 103,000 (Group 8)

Founded in 1802, Saint Mary's University is one of Canada's oldest and leading institutions of higher learning and has evolved into a vibrant and engaged community of students, faculty, staff, and alumni from more than 100 countries around the world. Saint Mary's University is home to one of Canada's leading business schools, a science Faculty widely known for its cutting-edge research, a comprehensive and innovative Arts Faculty and a vibrant Faculty of Graduate Studies and Research.

Operationally reporting to the Dean of the Sobey School of Business, the **Director** will continually expand the Centre's impact on the entrepreneurial eco-system both inside the University and within the external community, while enhancing its operational and financial sustainability. The **Director** is responsible for the on-going oversight and management of the Centre. The Centre plays an important role across the campus in contributing to strategic goals including creating an entrepreneurial community, supporting innovation, and supporting students, faculty and community engagement. The **Director** will act as an advisor and liaison to Senior Management, as required, on issues related to the University's and the Centre's roles and opportunities in the Innovation District. The **Director** is also responsible for calling bi-annual meetings of the SMU Entrepreneurship Centre Advisory Board.

Duties as the Director, SMU Entrepreneurship Centre include, but are not limited to:

- Supervising, assigning tasks and/or delegating responsibility for a complement of full-time permanent and contract employees, students and part-time professional associates and volunteers.
 - Resolving employee concerns either directly or through established grievance/complaint procedures.
 - Initiating disciplinary action, recommending and justifying discharge where warranted.
 - Establishing and overseeing departmental employee development programs based on individual needs assessment in context of the jobs.
 - Ensuring the market, operational and financial integrity of the Centre.
 - Assembling and facilitating the Advisory board.
 - Representing the Centre with partners and committee.
 - Overseeing budget including reviewing accuracy of financial statements; creating financial reports for management.
- In consultation with the Academic Co-Directors and the Advisory Board creating a strategic direction for the Centre.
- On a continuous basis: understanding industry trends; understanding business needs; understanding funders' needs and the priorities and gaps within provincial and federal economic development committees; reviewing SMU key challenges and directions; facilitating staff in strategic conversations and creating an action plan.
- In support of Applied Masters level cap-stone courses, working with managers at the Centre in collaboration with the instructor of record to deliver the Major Consulting Projects including: assisting with the development of a syllabus with consistent updating of curriculum in consultation with the MBA and other relevant Program Coordinators, along with the Associate Dean (s) Academic; developing proposals that include scope and methodology and obtaining financial commitments through signed contracts and deposits; creating student groups; matching each student with a supervising consultant; ensuring final product meets required standards before going to clients; and attending final presentations.
- Responsible for generating revenue to cover operational costs and projects costs through a network of potential funders, clients, faculty and SMU staff.
- Implementing high profile projects and activities that drive the recognition of the Centre and the University as a leader within the entrepreneurial ecosystem.
- Representing SMU and the Centre through networking activities such as committee participation and event attendance.
- Working with partners in the Innovation District on new business opportunities and collaborative programming to enhance the role and impact of the Centre.

To be the successful **Director, SMU Entrepreneurship Centre** you will possess an Undergraduate degree in business; a Master's degree considered an asset. A minimum of five (5) to seven (7) years' of directly related experience in progressively more senior roles with in depth knowledge of higher education preferred. Expert level skills in either one functional area of business, training methodology or facilitation methodologies. You hold above average interpersonal skills, oral and written communication skills with strong attention to detail with strong organizational skills. General knowledge of most areas of business including knowledge of new venture, ideation, launch, growth and harvest. Demonstrated supervisory experience and proficiency in Microsoft Office software will round out your qualifications.

Apply for this opportunity by forwarding your resume to HR@smu.ca, please include the name of three professional

No telephone calls please.

Competition Opens: June 5, 2019

Competition Closes: June 10, 2019

Saint Mary's University hires on the basis of merit and is committed to the principles of employment equity. Saint Mary's University encourages applications from qualified women, visible minorities, Aboriginal people, and people with disabilities.

Preference will be given to Canadian citizens and permanent residents of Canada.

Saint Mary's University thanks all applicants for applying. Only those selected for interviews will be contacted.

Saint Mary's University promotes a Healthy Campus including a Scent-Free environment and a Smoke-Free Campus