



## **Kwantlen Polytechnic University**

KPU offers all learners opportunities to achieve success in a diverse range of programs that blend theory and practice, critical understanding, and social and ethical awareness necessary for good citizenship and rewarding careers. KPU strives to implement initiatives that will attract, support, engage, and retain KPU's people and create an environment where all employees see themselves as contributing to student learning.

### **The Opportunity**

#### **DIVISIONAL BUSINESS MANAGER, INTERNATIONAL Competition Number 19-85**

KPU International at Kwantlen Polytechnic University has an opportunity for a full-time one-year Divisional Business Manager, International. In this exciting role, you will be responsible for the implementation and oversight of the department's human resources, financial and business related needs. The Business Manager leads and manages processes associated with the planning and implementation of a variety of initiatives in collaboration with the leadership in International.

This position oversees operations and initiatives of International to enhance the student educational experience where such initiatives operate under the direct authority of the Associate Vice President, International. You will develop strategic goals, measurable objectives and evaluation methods to ensure services align to academic programs and university needs. You will act as the primary contact for Finance to ensure that accounting methodology, policies and procedures are well understood across the department and that procedures are followed for all financial transactions; as well as work closely with Human Resources in a variety of initiatives, including hiring and training of unionized employees and managers. You will also supervise and provide leadership to assigned staff through guiding and modeling key behaviors/strategies, encouraging dialogue, and providing advice to facilitate resolutions to work issues. Assist staff to define shared and individual goals, meet target dates and ensure alignment of team goals.

Qualifications for this position include a Bachelor's degree and a minimum of 5 years of educational administrative experience in a relevant discipline.

### **The Person**

Excellent written and verbal communication skills and proven ability to communicate effectively in English with a wide range of individuals at all levels. Full fluency in one of the second languages from KPU's target markets.

The ability to think innovatively and creatively in planning and developing a fresh approach to existing activities is highly valued. Demonstrated interpersonal skills to work collaboratively as an effective team player within all levels of the organization. Demonstrated ability to deal with sensitive situations that call for the use of diplomacy, tact and professionalism in the delivery of information and explanations. Demonstrated ability in the effective management of budgets. Proven skills in balancing department needs and University policies. Excellent organizational and time management skills, demonstrated attention to detail is strongly preferred. Flexibility to take on a wide variety of duties and willingness to adapt work schedule as needed is required in this role.

KPU offers a competitive benefits package that includes medical, dental, extended health benefits, an annual health spending account, life insurance, AD&D, and a defined benefit pension plan.

To be considered for this exciting opportunity at one of B.C.'s Top Employers, please forward your resume, **quoting the competition number 19-85 to [employ@kpu.ca](mailto:employ@kpu.ca).**

### **The Benefits**

**This position will remain open until filled.**

### **How to apply**

The successful candidate may be required to provide copies of post-secondary transcripts.

***All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.***

