

**BURMAN UNIVERSITY
JOB DESCRIPTION**

JOB TITLE	Vice President
DEPARTMENT	Academic Administration
CATEGORY	<input type="checkbox"/> Hourly <input checked="" type="checkbox"/> Salary
REMUNERATION SCALE	VP Level 2
REPORTS TO	President
LAST REVISED	May 13, 2026

POSITION SUMMARY

Responsible to facilitate the unique Seventh-day Adventist vision, goals and values of the institution. To ensure the academic program responds to the mission and vision of the institution; to serve as a liaison with government agencies and other educational institutions on academic issues; to initiate academic planning; to represent academic issues and needs to Cabinet; to support the professional development and evaluation of faculty; to maintain academic quality, and to ensure the availability of adequate academic resources and technology.

ESSENTIAL JOB FUNCTIONS

- Administer the academic policies and programs of the University as approved by Cabinet, the Faculty Council, or the Academic Committee.
- Supervise curriculum development, instructional methods, grading practices, admission standards, registration procedures, academic policies, and graduation requirements.
- Ensure faculty systematically integrate faith and learning in appealing and relevant ways.
- Act as the representative and spokesperson of the University to institutions, agencies, or bodies that relate to affiliation, accreditation, or evaluation, and to prepare the materials required by such organizations.
- Serve as the liaison or supervise the liaison between the University and other institutions in matters pertaining to extended campus programs offered on the campus of the University.
- Ensure the quality of the academic program by developing policies and facilitating processes that will promote and evaluate the quality of faculty, departments, programs, courses, and academic processes, including coordinating the development, management, and evaluation of the annual and six-year quality assurance school or departmental reports as well as the initiatives within the Institutional Effectiveness Plan (IEP).
- Oversee the work and services of the Faculties and Schools, including courses to be offered, staffing needs, and teaching loads.
- Present to Cabinet, upon recommendation from Faculty Council and/or its sub-committees' revisions to the policies relating to academic and/or faculty-related issues.
- Supervise the academic advising including coordination of the first-year advisors.
- Facilitate the UNIV 110 course.
- Coordinate the editing of the Academic Calendar.
- Provides strategic oversight of the Academic Administration budget, ensuring resources are

- aligned with institutional priorities, regulatory requirements, and long-term academic planning.
- Oversee and facilitate the work of the Administrative Specialist for Academic Administration, the Office of Academic Administration student workers, the Registrar Services, the Library, Academic Program Development, Quality Assurance, the Centre for Peace and Justice, Research Development and Information Technology.
 - Other duties as assigned by the President.

JOB STANDARDS AND REQUIREMENTS

EDUCATION

- Earned doctorate.

EXPERIENCE

- Minimum of 7 years' experience in administration and/or post-secondary teaching.
- Experience demonstrating progressively responsible leadership.
- Proven ability to lead teams, manage relationships, and contribute to effective institutional strategy.

SKILLS

- Effective leadership skills.
- A thorough understanding of the post-secondary education system in Canada as well as the North American Division (NAD).
- An understanding of the research environment in post-secondary education.
- Knowledge of fiscal management and responsibility.
- Ability to relate positively to students, faculty, staff, constituents, government authorities, and leaders of peer institutions.
- Effective teaching and learning skills.
- High level of integrity, confidentiality, and accountability.
- Sound analytical thinking, planning, prioritization, and execution skills.
- A well-defined sense of diplomacy, including solid negotiation, conflict resolution, and people management skills.

PERSONAL

- Periodic travel is required to support institutional operations and strategic initiatives.
- Proficient use of standard office technology and digital tools is required.
- Hours of work vary according to operational needs, including occasional extended hours.
- Committed Seventh-day Adventist.
- Dedication to provide excellence in Seventh-day Adventist education through support of the vision and mission of Burman University.

SALARY

- \$9,732.00 - \$11,978.00 per month