Candidate Brief

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1.0 Announcing the Opportunity

University of Manitoba campuses are located on the original lands of the Anishinaabeg, Cree, Oji-Cree, Dakota, and Dene peoples, and on the homeland of the Métis Nation.

The University of Manitoba seeks a visionary leader to assume the position of Vice-Provost (Students) - a leader who can successfully create and manage new initiatives, collaborate across administrative and academic units, and inspire a team of student-focused professionals to further enhance the student experience at the University of Manitoba.

Reporting to the Provost and Vice President (Academic), and working closely with vice-presidents, deans/directors, student groups, and all academic and administrative units that directly impact student life on campus, the Vice-Provost (Students) is an integral member of the University’s senior leadership team. A champion of the University’s Strategic Plan and its role in guiding the unit’s priorities, the Vice-Provost (Students) supports the vision and mandate of the Provost of the University. In taking on this mandate, the Vice-Provost (Students) will inspire new ideas, utilize the influence of this position to involve others across the University, and work with colleagues to successfully chart a path towards implementation of activities vital to student success. Central to the role is the responsibility for providing strategic leadership and overall direction to the planning, development, and delivery of a wide range of supports, services, and resources that enhance the student experience. The incumbent oversees all areas of the Student Affairs portfolio including the registrar’s office, enrolment services, several student support programs, and services in support of a safe and respectful learning environment. The Vice-Provost (Students) is a critical leader in the University, and collaborates in partnership with the Faculty of Graduate Studies, the International Centre, and the Indigenous Student Centre, while working closely with the Vice-Provost (Teaching and Learning) in pursuing student success goals.

The individual who realizes success in this role is a strategic leader and a strong communicator who will drive innovation in support of student development and success. Relevant experience in a senior post-secondary leadership position, and an advanced degree in a related field are benchmark criteria. For candidates holding an academic appointment, a five-year renewable term would apply, as would an appointment in a faculty, at a rank commensurate with scholarly background and experience. For non-academics, a continuing term appointment would apply.

The Student Affairs team engages students and other members of the university community in a student-centred process of learning and development, and offers high quality, innovative, responsive, and effective services and programs to enhance student success and well-being, and to provide an outstanding student experience. Student Affairs is committed to increasing the University’s competitive position in recruitment, ensuring a seamless transition into the
University, supporting students through their educational experience from admission to graduation, and promoting student health and wellness.

In a competitive landscape, where Universities need to be creative, aggressive, and ambitious about recruiting and retaining students, the University of Manitoba is a place where students come to learn and be inspired. The University, home to approximately 30,000 students and almost 5,000 academic staff and support staff, offers a strong foundation in liberal arts, sciences and professional programs. As Manitoba’s only medical-doctoral institution and as a member of the U15 group of Research Universities, the University dominates Manitoba’s research landscape and ranks among Canada’s most research-intensive universities. Over $1.8 billion in annual economic activity in the province is attributable to the University of Manitoba, making it one of the most important contributors to the province’s prosperity.

The University embraces and is a champion for all forms of equity, diversity and inclusion. In particular—as highlighted in the University’s Strategic Plan—the University of Manitoba’s role in reconciliation, its connections with Indigenous students, partners and communities, and its commitment to Indigenous achievement are central to the kind of future the University seeks to create. The University is keen on making a concerted effort to attract and retain more Indigenous students, faculty, and staff, while weaving Indigenous knowledge, cultures and traditions into its programs, and honouring First Nations, Métis, and Inuit traditions and cultures in its various places and spaces on campus. The Vice-Provost (Students) must perform this office’s duties in a manner that advances the University’s strong commitment to Indigenous achievement through its learning, discovery and engagement pathways.

2.0 Candidate Attributes

What follows is a description of the ideal candidate for this influential role at the University of Manitoba. No one will possess all of the characteristics listed here, but this represents the background, experience and personal qualities the Search Committee will be looking for in the candidates it hopes to attract.

The Vice-Provost (Students) must champion student success at every opportunity, and exhibit a passionate commitment to student-centeredness. The new Vice-Provost (Students) must possess the ability to provide authentic, inspirational, visionary guidance to a diverse range of individuals within the Student Affairs team. Likewise, the candidate must have the capacity to utilize influence to advance ideas and initiatives, working collaboratively across the university. Change management skills, and the ability to develop effective implementation strategies for a broad range of initiatives while helping to create the collective vision is required. The ability to provide
effective guidance, mentorship, leadership and delegation to others will also be among this leader's skillset.

In terms of administrative experience and background, previous academic administrative experience in a relevant student-centred post-secondary education environment is essential. Experience with resources and financial management will be a part of the skillset as well, so that the Vice-Provost (Students) is able to manage the unit budget and establish appropriate priorities. To be effective, a transparent, collegial, consultative, and participatory management style will be attributes of the incumbent, who will be an effective problem-solver. In leading the University's registrarial and enrolment functions, the candidate must have the capacity to lead in student recruitment and the development of sound retention strategies.

Candidates should possess strong interpersonal skills, and the ability to work in a highly interactive and productive manner to build consensus with a broad range of internal constituents. As the leader of a very competent and significant-sized staff complement, belief in empowering staff, recognizing the benefits of autonomy and individual initiative as well as collective achievement, the Vice-Provost (Students) will promote a lively, spirited, and engaged working environment. The ability to seize opportunities for collaboration with other units and faculties will be a critical success factor. In order to enhance Student Affairs’ success, the candidate should demonstrate a drive that will harness creative and innovative initiatives to further strengthen the student experience.

In bringing leadership to Student Affairs, the Vice-Provost (Students) must exhibit a commitment to equity, diversity and inclusion in all services, employment activities, and student and community engagement, while also embracing the University of Manitoba’s commitment to Indigenous achievement and engagement

Success will only be achieved in the role if the incumbent possesses strong communication skills, and a proven track record of listening, interacting with individuals in a manner that is thoughtful, nurturing and respectful. In working both horizontally and vertically, being transparent, timely and professional in providing information that promotes collective decision making is essential, as are strong mediation skills, a sense of fairness and equity, and the ability to both engender and engage across the University, in positive and productive collegial governance.
3.0 Major Responsibilities of the Vice-Provost (Students)

Broad areas of responsibility include:

Leadership
- Leads the planning process for Student Affairs, initiating discussion, fostering innovative ideas/solutions, defining priorities, and developing and articulating the vision.
- Ensures that the Student Affairs’ shared vision supports faculty/unit’s directions and aligns with the University's strategic plan.
- Collaborates with other faculties/units to fulfill the University’s strategic plans.
- Develops and leads a strong leadership team and staff who support the development and implementation of frameworks, policies and initiatives that foster a culture of excellence, collaboration, engagement, commitment, responsibility and accountability throughout the unit and across the University.
- Provides strong leadership within a shared-governance model.
- Builds trust through openness and transparency while making difficult decisions needed to move the unit forward and constantly improve the student experience.

Relationship Building
- Builds effective relationships, promotes, and advocates for all students and student-related matters to a broad spectrum of constituents, including senior administration, other vice-provosts, deans/directors, associate deans (undergraduate), affiliated colleges, etc.
- Works closely with Vice-Provosts (Graduate Education) and (Indigenous Engagement), and the International Centre staff to ensure graduate, international and Indigenous student matters are supported and advanced.

Student Success and Services
- Shapes the experiences and services that support students at the UM.
- Ensures relevant and innovative student affairs programs and services exist across all faculties within the University.
- Monitors best practice trends to ensure that UM is competitive and modeling excellence in relation to student supports and services.
- Collaborates with deans/directors to develop strategies to improve and support student success.
- Develops strategies that support all students – full and part-time, domestic, international, Indigenous, undergraduate and graduate and is mindful of the multi-campus environment.
• Oversees student conduct, disruptive and threatening behaviours matters, including policies and processes.
• Supports a safe and respectful learning environment for students.

**Faculty, Staff, and Student Relations**
• Plans and prioritizes human resource needs for the Student Affairs unit, and ensures that a strong team is in place and retained.
• Deals with personnel issues with fairness, effectiveness, and respect.
• Champions increased equity, diversity and inclusion among staff and students.
• Maintains a visible presence across the University, celebrating and engaging with students and participating in student life activities.

**Administration**
• Ensures compliance with University policies and procedures.
• Oversees the preparation, management, and monitoring of the Student Affairs resource planning and budgeting processes.
• Ensures the effective and efficient use of resources (human, financial, information, and infrastructure).
• Exercises good judgment in the management of change and risk.

**University Relations**
• Works with external relations partners to attract resources and new partnerships in support of students.

### 4.0 The Appointment

The University of Manitoba is strongly committed to equity and diversity within its community and especially welcomes applications from women, racialized persons/persons of colour, Indigenous peoples, persons with disabilities, persons of all sexual orientations and genders, and others who may contribute to the further diversification of ideas. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. Application materials, including letters of reference, will be handled in accordance with the “Freedom of Information and Protection of Privacy Act (Manitoba).”

Consideration of candidates will begin late Fall 2018. Nominations, applications or expressions of interest should be directed to Gerri Woodford or Laura Brannan at vpstudentsmanitoba@odgersberndtson.com.
Appendix A  Student Affairs at the University of Manitoba

The University is concerned with creating a positive student experience built upon the academic and personal well-being and development of all of its students. To this end, numerous programs and services that affect students directly are provided under the organization of Student Affairs.

Student Affairs Mission, Vision & Values

Mission: Student Affairs provides integrated, effective and innovative services and programs that create and enhance opportunities for student success.

Vision: Student Affairs offers high quality, innovative, responsive and effective services and programs that enhance student engagement and success and provide an outstanding student experience. The Student Affairs unit is committed to increasing the University’s competitive position in recruitment, ensuring a seamless transition into the University, supporting students through their educational experience to graduation, promoting student health and wellness, and engaging students in learning and leadership both inside and outside the classroom.

Values: Student Affairs staff value and promote:

- Creativity and innovation in the development and delivery of service and programs that support an exceptional student experience
- Holistic, positive and transformative student experiences that contribute to effective and productive citizenship in a dynamic and diverse world
- Quality and fairness in all activities and interactions
- Accountability in the development and delivery of all services and programs
- Collaboration and partnerships within Student Affairs, with all other academic and administrative units across the University, and with external communities and partners
- A collegial, supportive and respectful environment for all members of the University community
- Celebration of achievements and accomplishment
Appendix B  University of Manitoba

Established as Western Canada’s first university, the University of Manitoba is the largest university in Manitoba and the only medical-doctoral institution in the province. As a member of Canada’s U15 group of research universities, its community of 29,759 students, 4,754 academic faculty and staff, and 3,962 non-academic staff contributes $1.8 billion annually to Manitoba’s economy.

A leader in Manitoba’s knowledge economy, the University of Manitoba is known for its ground-breaking research in a variety of areas, including global health, human rights research, nanotechnology, functional foods and nutraceuticals, HIV/AIDS and climate change. The University’s current operating budget totals more than $600 million, and its research funding is approximately $136.8 million.

The University of Manitoba has two distinct but closely aligned campuses: the Fort Garry Campus, a 233-hectare complex bordering the Red River in south Winnipeg, and the Bannatyne Campus in central Winnipeg. The campuses sit at the crossroads of the Anishinaabe, Métis, Cree, Dakota and Oji-Cree Nations. The University of Manitoba is located on Treaty One territory, and on the traditional territory of the Anishinaabe peoples and the homeland of the Métis Nation. It has four affiliated colleges — St. Andrew’s College (Ukrainian Orthodox), St. John’s College (Anglican), St. Paul’s College (Roman Catholic), and University College (secular)— and the Francophone Université de Saint-Boniface is also affiliated with the university.

The University of Manitoba is home to 44 Canada Research Chairs, one Canada Excellence Research Chair, and 40 research centres, institutes and shared facilities. The university has produced more Rhodes Scholars than any other institution in Western Canada, and faculty members at the university are frequently recognized for their achievements in teaching and research. Currently, the University of Manitoba has one faculty member who is an appointed Companion, five who are Officers, and five who are Members of the Order of Canada. Additionally, ten individuals have been appointed to the Order of Manitoba, and 39 individuals have been named Fellows of the Royal Society of Canada.

The University of Manitoba’s mission is: “To create, preserve and communicate knowledge, and thereby, contribute to the cultural, social and economic well-being of the people of Manitoba, Canada and the world.” Attracting talent that are motivated by this mission is a fundamental reason for the university’s success.

The University of Manitoba strives to ensure that First Nations, Métis and Inuit values are acknowledged, embraced and infused into life on its campuses. Indigenious Achievement is a key component of the university’s strategic planning framework. The University is home to the National Centre for Truth and Reconciliation.
For more information about this dynamic university, visit the following websites:

**Main University Website**

**President and Vice-Chancellor**

**Provost and Vice-President (Academic)**

**Vice-President (Research and International)**

**Strategic Plan**

**Facts and Figures**

**Financial Information**

**Student Services**

**Student Experience**

**Indigenous Connect**

**Indigenous Viewbook**
Appendix C  About Winnipeg and Manitoba

The University of Manitoba is located in Winnipeg, which is near the geographic centre of North America. The Red and Assiniboine Rivers—the two main rivers of the city—meet in the centre of Winnipeg, at The Forks/La Fourche. Bringing together a rich ethnocultural mix of individuals from around the world, Winnipeg is the seventh largest city in Canada, and dominates the Manitoba economy. The city is home to one of Canada’s largest urban Aboriginal populations, and encompasses Treaty One territory, the traditional territory of the Anishnaabe peoples and the homeland of the Métis Nation.

Although the city of Winnipeg is large, residents of Winnipeg enjoy easy, relatively rapid access to the downtown core from the neighbourhoods on the periphery of the downtown. Residential neighbourhoods offer affordable housing, and buyers from outside the province often discover their strong purchasing power in the local real estate market. The city has a very good bus system (including Bus Rapid Transit connecting the Fort Gary Campus of the University to Downtown), and also enjoys easy proximity to some of the most beautiful lakefront cottage areas in Canada.

Winnipeg’s economy is strong and stable, and is home to a robust and talented workforce. The city is known for its scientific breakthroughs, for bringing exciting new products and services to the marketplace, and for launching global companies. It is home to one of the most diverse economies in the country, hosting key industries which include financial services, transportation and distribution, aerospace, agribusiness, energy and environment, advanced manufacturing, communications and technology, and creative industries.

Manitoba boasts an abundance of opportunities for recreation and leisure across the province, and there are many natural outdoor environments that make Winnipeg a pleasant city to live in. The rivers in Winnipeg provide residents with a variety of recreational opportunities, which include boating or walking and cycling along the city’s river-walk system. The city also provides a scenic setting for several golf courses and regional parks, as well as many historic and traditional sites.

Winnipeg also embraces the winter season with numerous festivals and events, while boasting some of the world’s longest natural skating trails.
Winnipeg was recently ranked the 4th Best Place to Live in Canada by Moneysense.ca, is ranked Top 10 for Business Friendliness among mid-sized cities in the country, and is considered one of the most intelligent communities in the world. For more information about Winnipeg, please visit www.winnipeg.ca/, www.tourismwinnipeg.com, and www.travelmanitoba.com/.

Appendix D  Provost’s Advisory Committee

CHAIR:
Dr. Janice Ristock, Provost and Vice-President (Academic)

COMMITTEE MEMBERS:
Dr. Christopher Adams, Rector, St. Paul’s College
Ms. Christine Cyr, Director, Indigenous Student Centre
Ms. Lisa O’Hara, Acting University Librarian
Dr. Lalitha Raman-Wilms, Dean, College of Pharmacy
Dr. Jeff Taylor, Dean, Arts
Dr. Mark Torchia, Vice-Provost (Teaching and Learning) and Executive Director, The Centre
Mr. Jakob Sanderson, UMSU President

RECORDING SECRETARY:
Susan Carvell
Appendix E   Privacy and Confidentiality

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