

**FP Canada Institute
Academic Director (Toronto)**

Position Overview:

The Academic Director will oversee the day-to-day management of the Institute's education programs, provide guidance and leadership to contract and full-time instructors, content developers, markers and administrative staff and, through office hours and other forums, act as the lead instructor to students.

With a strong background in e-learning, the Academic Director will also work with the Institute's team to enhance and refine the e-learning platform, education content and the instructor-student engagement model, to deliver an excellent student learning experience.

Initially, the Academic Director will be focused on transitioning from the current "build" state of education within the Institute, through to execution, maintenance, continuous improvement and expansion of education programming.

Key Responsibilities:

Management

Oversee and manage education team (staff and contractors), including instructors, moderators, markers, program designers, developers and administrative staff.

Instruction and Professional Technical Support

Hold and/or oversee office hours for students. Ensure that "ask the instructor" questions from students are responded to on a timely basis. Provide technical guidance to instructors, markers, content developers and administrators; identify technical enhancements needed to the program, including content, case studies, assessments and scoring rubrics. Provide student support as needed. Act as mediator to resolve scoring disputes; and, in concert with markers/instructors, develop scoring rubrics.

Administration

Manage the day-to-day operations of the education delivery team, ensuring instructor contact hours, marking sessions and issues-management are scheduled and effectively run in a timely manner.

Qualifications:

- CFP designation; Masters' degree in education is an asset
- 7+ years of progressive leadership in a post-secondary education institution, association or other organization, or corporate learning in the financial services industry; minimum 5 years in education delivery & management.
- Experience with e-learning platforms and design, developing education policies and operational procedures
- Experience deploying assessments and providing leadership to educators in various roles
- Fluency in French is an asset

Position Competencies:

- Expertise in adult learning principles and practices, especially in an academic virtual learning setting (LMS and e-learning best practices and methods)
- Strong management, planning & execution skills
- Strong leader – ability to rally a team and an ability to work collaboratively across an organization
- Strong communication and interpersonal skills
- Strong skills in academic/training operations (delivery) management
- Strong business acumen and business analysis skills
- Creative and strategic thinker

If interested please respond with resume to Nancy Massey at nancy@re-search.ca