

## The Pacific Institute of Trades and Technology

**Seeks a Founding President and Chief Education Officer**

**Employment to begin by November 2008 at the latest.  
School opening planned for February, 2009.**

### Overview

The Pacific Institute of Trades and Technology ('PITT') represents a highly unique opportunity for an inspirational Founding CEO, who will oversee the start-up and operation of the institute. This position demands a committed and visionary individual to lead PITT forward into excellence. You have the chance to put an indelible imprint on the future development of PITT as you build the brand and make the school one of the top technical institutes in Western Canada. As the CEO working close with the Board of Directors, you will develop programs, build enrolment, and spend time with students, faculty, staff, and the community to inspire the vision of the school.

The founders of PITT have first hand experience in B.C.'s building industry and recognize the high demand for a skilled labour force that is capable of arriving at the job site with hands-on training, experience, and a professional outlook. Training at their institute allows graduates to enter well-paying jobs and be on the road to a solid career in the trades.

### The Vision

PITT is a new private post secondary vocational institution based in Surrey, British Columbia, that is being accredited by PCTIA and ITA offering industry direct, in-demand training for pre-apprentice and apprentice programs in the construction industry. PITT offers career training that prepares graduates directly for the workplace and allows them to hit the work force prepared. Our programs offer the very best in trades' education and training, modern facilities, an employer-driven curriculum, top-notch instructors, and job placement assistance.

The vision of the Pacific Institute of Trades and Technology is to provide quality, job-relevant career training, designed to prepare men and women of all ages to enter, prosper in, and meet the needs of today's in-demand careers.

Consistent with our vision, PITT has established the following guiding core values:

- To enroll students who demonstrate the aptitude and attitude to successfully pursue programs offered;
- To teach classes utilizing instructor and computer-assisted learning techniques;
- To cooperate with community employers and educational institutions to develop and revise curricula that include competency-based vocational skill training and traditional occupational classroom experiences for students as outlined through the Red Seal programs by the Industry Training Authority;
- To provide programs designed to meet the needs of business and industry while maintaining an awareness of individual student requirements;
- To assist workers in training and re-training of marketable skills;

- To assist graduates in securing training-related careers;
- To maintain a professional and positive integrity that serves as a role model for enrolled students.

### **The Position**

Reporting to the Board of Directors, this is a permanent full-time position is responsible for the development, implementation and administration of the new school. As a member of the senior management team, the CEO participates directly in the decision making that establishes overall institute operation and performance levels. The CEO will be responsible for providing the founding leadership and vision for the new institute and have direct responsibility for all academic, regulatory, and business activities. The CEO will serve as the General Manager of the institute and through the departments of Registrar, Accounting, Education, Employment Services, Facilities, and Campus Admissions.

Our client seeks an individual with at least ten to fifteen years of post secondary experience, of those at least five years at the senior management level. The successful candidate will thrive in a fast paced growth company that is committed to its core values. An equivalent combination of education and experience will be considered.

Key to success in the new position is to "live" the culture and core values of the school.

### **Responsibilities:**

- Along with the work of the consulting firm, provide oversight for the formation of the institute
- Direct the overall leadership of staff in alignment with core values and leadership principles providing the day-to-day management of staffing, training, development and performance of campus management and staff.
- Design and execute the marketing plans of the Institute in cooperation with sales and marketing staff to maximize new student enrollments and starts
- Direct the implementation, evaluation, revision, monitoring and communication of campus policies, procedures, and handbooks.
- Plan, organize, direct, control, and evaluate the activities of instructors and support staff.
- Develop new programs as well as review, monitor and evaluate existing programs to ensure compliance with PCTIA, ITA, and other provincial standards.
- Recruit and hire instructors and other staff, and co-ordinate instructor activities by making personnel assignments, setting class size and scheduling class time.
- Organize and maintain procedures for safe and accurate keeping of students' academic records.
- Prepare and administer the Institute's annual budget, which is approved by the Institute's Board of Directors.
- Direct and coordinate the Institute's maintenance services and the development of school facilities.

### Requirements:

- A bachelor degree or higher is required along with an instructors certificate, and technical training and experience in relevant industrial technology.
- Several years of experience as a senior instructor and/or management position at a post secondary institution in Canada.
- The applicant being the chief education officer of this Institute may not be previously involved as an owner, a shareholder or the chief education officer in the bankruptcy proceedings or the closure of a private career training institution.
- Willing to work flexible hours including occasional weekends and evenings.
- Canadian residency or work permit required.
- Employment is contingent upon a satisfactory background check. Candidates for employment will be required to sign a waiver authorizing the background check.

### Skills:

- Experience in setting up a school.
- Leadership provided to the Campus team and to positively motivate the team.
- Excellent interpersonal communication skills, both verbal and written
- Participative management approach with strong staff development skills
- Proven ability and experience developing a budget
- Proven ability to evaluate profit and loss financial statements
- The ability to hire, train, and direct staff.
- Experience with marketing and admissions.
- An entrepreneurial attitude.
- Computer skills: Excel, MS Words, and use of technology.
- Must possess excellent judgment, problem-solving, multi-tasking, and decision-making skills.
- Ability to maintain confidentiality and professional decorum.

### Compensation

- The position is full time and requires a minimum 40 hours per week and a willingness to work beyond regular working hours to support the development and operation of the new school.
- 3-week holiday.
- PITT offers a competitive compensation and excellent benefits package.

### Application Process

Douglas Halladay, President of Halladay Education Group ('HEG'), is assisting the Pacific Institute of Trades and Technology with starting the school and recruiting and selecting its Founding CEO. Interested candidates should send an application to Douglas Halladay **at the earliest possible time** but no later than November 2, 2008. (The review of files will actually begin as soon as applications are received.)

Candidates should note that, in the event that an outstanding applicant is identified early in the search process, HEG reserves the right to make an appointment before the deadline mentioned

above and to bring the search to an early close. For this reason it is **very important** that interested candidates apply at the earliest possible time.

Candidates should send the information requested below. It must be submitted exactly in the form and manner requested. Please do not send any information other than that what is specifically requested below.

1. A letter of application, no longer than two pages, explaining your strengths as a candidate and why you are interested in this particular position.
2. A current résumé or CV not to exceed two pages.
3. A one-page statement outlining educational beliefs and leadership style.
4. The names, current email addresses, current telephone numbers, and current Skype addresses (if available) for at least four current or recent supervisors. These should include supervisors for the candidate's current position and the position immediately prior to the current position.
5. A maximum of four letters of reference that may already be in your possession, scanned at low resolution. These may be from the referees cited in 4, above, or they may be additional. This item is optional.

Please note that **all** the above materials must be scanned into a **single PDF attachment** and sent to the e-mail address listed below, in the same transmission. Also, please note that it is important to **limit the size of your single PDF to 5MB** (no photos, color, etc):

[info@halladayeducationgroup.com](mailto:info@halladayeducationgroup.com)

#### REMINDER

- Only one e-mail containing only ONE PDF (**NOT word.doc**)
- 5MB or Less
- Send **ONLY** what is requested
- Send to all email addresses noted above (**in the same transmission**)

To explore this rewarding opportunity and learn more about this position, please contact Douglas Halladay in our Vancouver office at 604-868-0002. Prior to being offered the position, the successful candidate will be required to provide proof of qualifications and undergo a criminal record check.

To be considered, please submit your CV and related information as described in the "Application Process" section.

For additional information on the position, please refer to the following link:

[www.HalladayEducationGroup.com/PITT](http://www.HalladayEducationGroup.com/PITT)

***We thank all applicants for their interest; however only those selected for interviews will be contacted.***