

Interim Executive Director, Office of the Vice Provost, Students

About Toronto Metropolitan University

At the intersection of mind and action, Toronto Metropolitan University (TMU) is on a transformative path to become Canada's leading comprehensive innovation university. Integral to this path is the placement of equity, diversity and inclusion as fundamental to our institutional culture. Our current [academic plan](#) outlines each as core values and we work to embed them in all that we do.

TMU welcomes those who have demonstrated a commitment to upholding the values of equity, diversity, and inclusion and will assist us in realizing the benefits of embedding these values into the work at every level and in every unit of the university. In addition, to correct the conditions of disadvantage in employment in Canada and to bring lived experiences to the work, we encourage applications from members of equity deserving groups that have been historically disadvantaged and marginalized, including First Nations, Métis and Inuit Peoples in Canada, First Nations Peoples in the United States, racialized people, Black people, persons with disabilities, women, and 2SLGBTQ+ people. Preference will be given to candidates with lived experiences as people from equity deserving groups, as well as experience working with these communities with which the University works every day. Please note that all qualified candidates are encouraged to apply and we welcome newcomers and immigrants to Canada.

In April 2022, the university announced our new name of Toronto Metropolitan University, which will be implemented in a phased approach. Learn more about our [next chapter](#).

The Team

The [Office of the Vice-Provost, Students \(OVPS\)](#) plays a key leadership role in advancing TMU's Academic Plan and its strategic priority of fostering student engagement and success through exceptional, student-centred experiences.

With a strong commitment to responsiveness, empathy, and inclusion, the Vice-Provost, Students provides strategic oversight to a diverse and integrated portfolio of student-facing services and academic support units. This includes Student Affairs, Student Wellbeing, the Student Learning Centre, Athletics and Recreation. The OVPS works closely with partners in the Office of the Registrar, and Student Communications. The OVPS portfolio also leads and supports a range of cross-functional and

institution-wide priorities, including student advancement and business development initiatives, student government relations and support, pan-institutional retention strategies, and digital transformation initiatives that enhance the student experience.

In addition, OVPS holds responsibility for the student code of non-academic misconduct, as well as the coordination and leadership of sexual violence support, prevention, and education initiatives across the university.

The opportunity

The **Executive Director, Office of the Vice-Provost, Students (OVPS)** provides senior leadership and strategic operational direction across a large and complex student services portfolio. Reporting to the Vice-Provost, Students, this role acts as a key advisor and deputy, supporting divisional strategy, operational planning, service delivery, and the effective management of financial, human, physical, and IT resources.

In collaboration with the OVPS senior leadership team, the Executive Director leads division-wide planning and transformation initiatives focused on enhancing service quality, streamlining operations, and advancing student success. This role plays a critical part in strengthening governance, accountability, and alignment across multiple student-facing units.

As a senior leader within OVPS, the Executive Director contributes to institutional priorities and supports the delivery of exceptional, responsive, and student-centred experiences.

Key responsibilities:

- Champions the strategic planning operational process for the office of the Vice Provost, Students. Provides expert advice and counsel to the Vice Provost, Students and the OVPS senior leadership team on strategies which help achieve division objectives and ensure the successful execution and delivery of programs and services, which align with division strategic plans and the university's Academic Plan and Strategic Vision.
- Manages the daily operations and administration of the Office of the Vice Provost, Students including functions related to finance, human resources, and program and services delivery. Assesses and measures the overall performance of the division and keeps the Vice Provost informed on findings to support strategy development and decision making. Coordinates the activities and

information flow across the various units within the Office of the Vice Provost, Students (OVPS).

- Provides leadership for strategic division change and transformation initiatives and projects with a focus on short- and long-term program and service quality enhancement, that are aligned with the Vice Provost, Students' strategic priorities and in support of the university's Academic Plan. Determines project and initiative scope, direction and goals, develops strategic/operational plans and critical path, identifies and allocates resources (e.g. internal/external, contract, partnership, shared, etc.) and monitors, reviews and adjusts the project plans to ensure effective management and timely completion. Establishes budgets for major projects and purchases, in consultation with the Vice Provost. Makes purchase recommendations and monitors expenditures.
- Supervises and manages a variety of professional and operational staff in respect of deliverables and coordination of activities. This includes hiring, training, and performance management functions, including setting performance standards, monitors and evaluates performance and identifies staff training needs.
- Leads the development and coordination of process mapping and continuous improvement initiatives specific to OVPS operations. Examines and ensures the most efficient structure and systems are in place to facilitate the OVPS' ability to achieve outcomes set out in the strategic plan.
- Leads and directs the review of the IT resource planning for the division. Ensures the goals and the objectives are aligned with divisional objectives.

Leaders at TMU are required to demonstrate the following Leadership Competencies:

- **Acts with Integrity:** Demonstrates behaviors aligned with high ethical standards and personal integrity and acts in accordance with TMU values.
- **Builds Relationships of Trust & Collaboration:** Actively builds a culture of trust and fosters meaningful relationships.
- **Leads Inclusively:** Creates an inclusive environment where everyone is respected, recognized, empowered to achieve their potential, and valued for their differences.
- **Demonstrates Organizational Acumen:** Understands and respectfully navigates complex internal and external environments using sound judgment, diplomacy, and tact.
- **Drives Vision & Results:** Creates and implements a vision grounded in sound decision-making to achieve desired outcomes.

Qualifications

To help us learn more about you, please provide a cover letter and resume describing how you meet the following required qualifications:

- Completion of a postgraduate Masters' degree program in business or public administration, strategic and financial planning, or in a relevant field;
- Seven (7) to ten (10) years of relevant progressive senior-level experience managing financial and human and physical resources management, including strategic and financial planning, administration, and reporting within the education or public sector;
- Minimum five (5) years of demonstrated supervisory experience working in a unionized environment, preferably public sector;
- Experience in service delivery and program administration;
- Senior management experience in organizational development, labour relations, project management, technology, communication, marketing and policy development;
- Familiar working as a team member within a matrix organization.
- Demonstrated knowledge of financial management principles and practices;
- Extensive knowledge of project management methodology, principles and practices;
- Knowledge of human resources management principles and practices;
- Demonstrated strategic thinking and planning skills;
- Strong leadership and management skills;
- Excellent (oral and written) communication skills including presentation skills;
- Financial risk assessment skills;
- Strong analytical reasoning, problem-solving, decision-making skills;
- Superior supervisory and interpersonal skills;
- Ability to handle multiple completing projects and to prioritize tasks;
- Solid organizational and time management skills.
- Equivalent experience or a combination of equivalent experience and education may be accepted in place of education.

Additional Details

Position number	20003906
Reports to	Vice Provost. Students
Department	Office of Vice-Provost, Students
Work Location	On Campus (with flexibility)
Vacancy Type	Term - This is an existing Vacancy.
Employee Group	MAC
Start Date	July 20, 2026
End Date	September 16, 2027
Hours of Work	36.25
Grade	E81
Salary Scale	
Hiring salary range	\$160,000 to \$175,000.
TA specialist	-
Posting Date	June 9, 2026
Application close date	June 22, 2026

Additional Notes:

- An equivalent combination of education and experience may be considered.
- As part of the selection process, candidates may be required to complete an occupational assessment.
- **Applications will only be accepted online through [Toronto Metropolitan University's career site](#).**
- We will provide an accessible experience for applicants, students, employees, and members of the Toronto Metropolitan University community. We are committed to providing an inclusive and barrier-free work environment, starting

with the recruitment process. If you have restrictions that need to be accommodated to fully participate in any phase of the recruitment process, please submit your request through the [AskHR webform](#). All information received in relation to accommodation will be kept confidential.