



# Job Description – Director of Business Faculty

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Department: Business Faculty

Location: Oulton College, Moncton, NB

## Lead the Future of Business Education at Oulton College

Are you a visionary leader with a passion for business education and innovation? Do you thrive in dynamic academic environments where new ideas are brought to life?

Oulton College is seeking a driven, forward-thinking **Director of Business Faculty** to oversee our portfolio of business programs and spearhead the development of new, industry-relevant offerings. This position will also require a portion of the role spent on teaching of business programs.

This is more than an administrative role—it's an opportunity to shape the future of business education, inspire a team of faculty members, and ensure students graduate ready to lead in today's evolving economy.

Join Oulton College, a dynamic private institution with over 50 years of excellence in post-secondary education. We are committed to providing an exceptional student experience — one that's rooted in quality, personalized education and built on strong connections with the workforce and professional communities.

## What You'll Do

As the Director of Business Faculty, you will be the academic and administrative champion of our Business programs — both with our current Diploma programs and upcoming Degree programs.. Your leadership will shape curriculum, inspire faculty, and ensure students are prepared to thrive in a rapidly changing business world. You will also have approximately 20% teaching of the programs. This is an in-person role located at one of our Moncton campuses.

### Key Responsibilities Include:

- Championing academic excellence in teaching business programs, curriculum design, and program development.
- Overseeing quality assurance and compliance with academic standards and policies.
- Driving consistency and innovation across the Business curriculum.

- Collaborating on marketing, student recruitment, and program promotion initiatives.
- Building strategic relationships with industry leaders and employers.
- Leading faculty recruitment, training, mentorship, and performance evaluation.
- Managing administrative functions, including budgeting, reporting, and strategic planning.
- Representing the Business department on college committees.

## Who You Are

You're a confident and engaging leader with a passion for education and a strong background in business. You see the big picture but know that details matter. You're collaborative, forward-thinking, and ready to take initiative to grow programs and drive student success.

### Qualifications:

- Education: Master's Degree in Business Administration, Organizational Management, or related field. A PhD (or active candidacy) is a strong asset.
- Experience: Minimum 5 years in a business-related role, with experience in teaching at the university level, curriculum development, and program review at the post-secondary level strongly preferred.
- Experience with in-person as well as online learning are strong assets.

### Key Strengths:

- Proven leadership and team-building capabilities.
- Deep understanding of business education and quality assurance practices.
- Excellent communication, decision-making, and project management skills.
- Ability to adapt and thrive in a fast-paced, evolving academic environment.
- Strategic thinker with entrepreneurial spirit and a student-first mindset.
- Ambassador of growth and change for the betterment of our programs.
- Proven ability to demonstrate innovative thinking and an entrepreneurial mindset.

## Key Success Measures

- Student Satisfaction
- Growth of Business programs in reputation, enrolment, and industry relevance
- Employee Satisfaction

## Why Join Us?

At Oulton College, you're not just taking a job — you're stepping into a mission. We offer a supportive, energetic environment where innovation is welcomed, and your ideas can shape the future of business education in Atlantic Canada.

Ready to lead with purpose and passion?

We invite you to apply and be part of a team that goes the extra mile — for students, for faculty, and for the future of business.