

# Vice President, Corporate Services Administration

## Aurora College

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<b>Location</b>	Fort Smith, Northwest Territories	<b>Job ID</b>	27621
<b>Department</b>	Aurora College	<b>Employment Type</b>	Full-Time, Regular
<b>Salary</b>	\$148,181 – \$211,673 annually (\$75.99 – \$108.55 hourly) Plus \$7,273 Northern Allowance	<b>Closing Date</b>	March 20, 2026 – 23:59 MT

### Limited Competition

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This job opening is limited to employees with the GNWT/WSCC in indeterminate and term positions. Employees must apply through HRIS / Employee Self-Service. For instructions please visit: [www.gov.nt.ca/careers/en/submit-application-gnwt-employee](http://www.gov.nt.ca/careers/en/submit-application-gnwt-employee)

### Department Information

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Aurora College's mission is to demonstrate leadership in the delivery of relevant and meaningful education and research rooted in strong connections to Northern land, tradition, community and people.

### Job Information

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Located in Fort Smith, the Vice President, Corporate Services & Administration (VPCA) serves as a key strategic leader within Aurora College, overseeing vital functions that contribute to the integrity, efficiency, and growth of operations. Reporting directly to the President and as a member of the Executive Leadership Team, the VPCA collaborates closely with other Vice Presidents and senior leaders across the College.

The VPCA provides leadership to Finance, Information Systems and Technology, and Policy functions within the College. Reporting directly to the VPCA are an Executive Assistant, the Director of Finance (CFO), and Managers of the IT and Policy units. The Corporate/Admin Division also includes eight additional managerial/supervisory positions. In total, the VPCA is responsible for 35 staff.

The annual budget for the Corporate Services & Administration division is \$5.5 million, which includes salary, O&M, and any third-party funding.

The Vice President, Corporate Services & Administration may be required to act on behalf of the President. The VPCA also serves as the campus leader at the Thebacha Campus in Fort Smith, leading campus-specific crisis management or business continuity activities and acting as the senior representative to external media and stakeholders when required.

This is a unique opportunity for an experienced leader to make a significant impact on the operations and future growth of Aurora College. If you are a strategic thinker with a passion for excellence in corporate services and administration, we invite you to apply.

**Qualifications Required:**

Completion of an MBA, or equivalent Master's Degree, and 10 years of experience in one or more post-secondary organizations that includes strategic leadership roles in at least two (2) of the following functional areas: Finance, Facilities, IST, Policy/Risk, or HR/Shared Services partnerships. Equivalent combinations of education and experience will be considered.

## GNWT Inquiries

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Fort Smith HR Client Service Centre  
Department of Finance, Government of the Northwest Territories  
195 McDougal Road, Box 876, Fort Smith, NT X0E 0P0  
Tel: (867) 872-8343 | Fax: (867) 872-3298  
Email: [jobsfortsmith@gov.nt.ca](mailto:jobsfortsmith@gov.nt.ca)

*Note: If you do not receive electronic notification confirming receipt of your application, please follow up via telephone.*

## Additional Information

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**Indigenous Employment Policy:** Candidates must clearly identify their eligibility in order to receive priority consideration under the Indigenous Employment Policy.

**Criminal Records Check:** Employment in some positions requires an acceptable criminal records check. Possession of a criminal record will not necessarily disqualify candidates from further consideration.

**Diversity and Inclusion:** The Government of the Northwest Territories is an inclusive workplace. If you have a disability and require support during the hiring process, please identify your needs when contacted for an assignment or interview.

**Eligibility Lists:** Eligibility lists may be created from this competition to fill future term and indeterminate positions.

**Application Assistance:** For more information on preparing and submitting your application, visit: [www.gov.nt.ca/careers/en/preparing-your-application](http://www.gov.nt.ca/careers/en/preparing-your-application)

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**Apply Now**

<https://www.gov.nt.ca/careers/en/job/27621>