

**CREDENTIAL
REQUIREMENTS FORUM
JUNE 9, 2016**

Cathy Frederick
Vice President, Human Resources

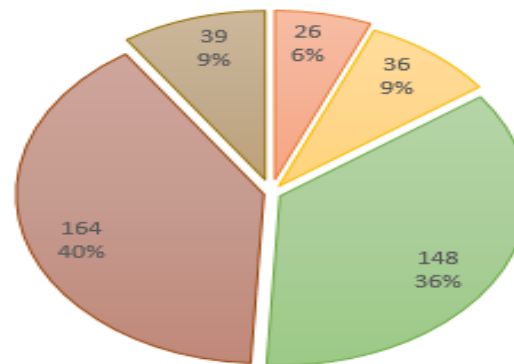
Claude Brulé
Senior Vice President, Academic

Support Staff Position Credentials



Total Credential Requirements	Total
Up to High School or equivalent	26
1 year certificate or equivalent	36
2 year diploma or equivalent	148
3 year diploma/degree, trade certification, or equivalent	164
4 year degree, or 3 year diploma/degree plus professional certification, or equivalent	39
Total Postion Count	413

Support Staff Credential Requirements



- Up to High School or equivalent
- 1 year certificate or equivalent
- 2 year diploma or equivalent
- 3 year diploma/degree, trade certification, or equivalent
- 4 year degree, or 3 year diploma/degree plus professional certification, or equivalent



Samples for Support Staff Position

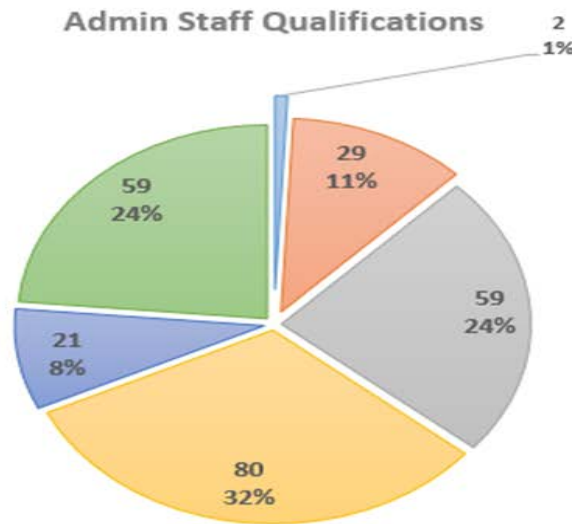
Credential	Sample Support Staff Positions
One Year Certificate	<ul style="list-style-type: none"> • Client Service Representative • Food Service Worker • Test Centre Clerk • Receptionist
2 Year Diploma	<ul style="list-style-type: none"> • Library Technician • End Point Support Technician • Web Designer • Registered ECE Educator
3 Year Diploma/Degree/Trade Certification	<ul style="list-style-type: none"> • Senior Programmer Analyst • Technologist Academic • Skilled Trades – Electrician • Budget Officer
4 year degree, or 3 year diploma/degree plus professional certification, or equivalent	<ul style="list-style-type: none"> • Senior Database Administrator • Mental Health Nurse • Senior Programmer Analyst Student Information Systems • Software Architect and Developer (CRM)



Administrative Position Credentials



JFS Credential Requirements (Admin)	Total
Secondary school completion	2
2-year post secondary education program	29
3-year post secondary education program	59
4-year post secondary education program or 3-year degree with specialized professional qualifications	80
4 years post secondary degree with a specialized professional qualification	21
Graduate level studies (e.g. Masters)	59
Total Position Count	250



- Secondary school completion
- 2-year post secondary education program
- 3-year post secondary education program
- 4-year post secondary education program or 3-year degree with specialized professional qualifications
- 4 years post secondary degree with a specialized professional qualification
- Graduate level studies (e.g. Masters)



Samples for Administrative Positions

Credential	Sample Administrative Positions
2 Year Diploma	<ul style="list-style-type: none"> • Administrative Assistant, Academic Operations & Planning • Executive Assistant, Vice-President, Student Services • Executive Assistant, Vice-President, Human Resources • Supervisor, Client Care Service Desk • Supervisor, Security Services
3 Year Diploma/Degree	<ul style="list-style-type: none"> • Manager, Contact Centre and Service Counter • Manager, End Point Support Services • HR, Pension and Benefits Officer • Supervisor, Financial Aid • Manager, Banquet, Conference and Catering
4 year degree, or 3 year diploma/degree plus professional certification, or equivalent	<ul style="list-style-type: none"> • Business Administrator • Manager, Early Learning Centre • Manager, Coop Services • Manager, Marketing Department • Manager, Network Infrastructure
4 year post-secondary degree with a specialized professional qualification	<ul style="list-style-type: none"> • Director, Finance and Administrative Services • Director, Physical Resources • Director, Labour Relations • Associate Director, Facilities, Planning & Sustainability • Executive Director, Algonquin College Foundation
Graduate level studies (e.g. Masters)	<ul style="list-style-type: none"> • Chair • Dean • Senior Vice-President Academic



Professor – Required Qualifications

For all certificate, diploma, and advanced diploma programs:

- Bachelor's degree in *[enter discipline]* or a related discipline/field. Graduate degree preferred.

For apprenticeship programs:

- A Certificate of Qualification (C of Q) *[enter trade]*. A bachelor's degree in *[enter discipline]* or a related field of study would be an asset.

For all degree programs and for departments that deliver specific courses in degree programs:

- Graduate degree in *[insert discipline]* or a related discipline/field; PhD preferred



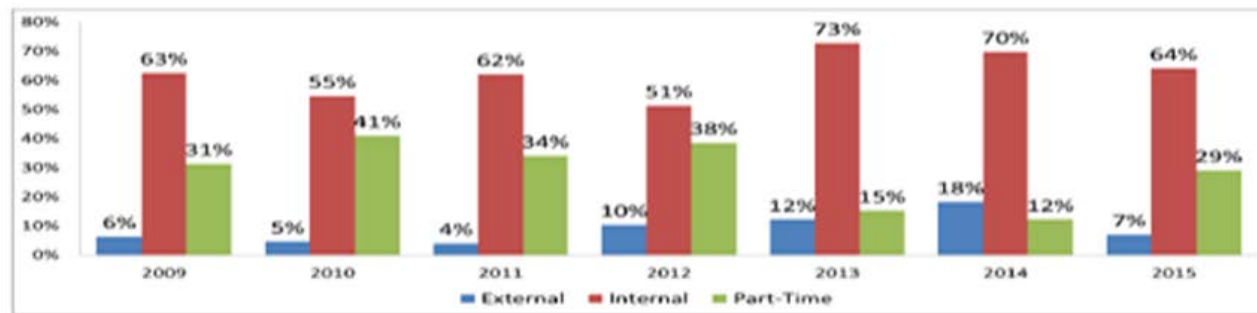
Academic Hiring – Sourcing for Full-time

ACADEMIC HIRING – SOURCING FOR FULL-TIME ACADEMICS

The following definitions were used:

- **Internal:** A hire that was internal as per the Academic Collective Agreement (Full-Time Academic, Partial Load 30 days prior to the job posting).
- **Part-time:** A hire that had a part-time authorization prior to the Full-Time hire date.
- **External:** A hire with no prior employment affiliation with Algonquin College.

	2009	2010	2011	2012	2013	2014	2015
External	2	1	2	4	4	6	2
Internal	20	12	31	20	24	23	18
Part-Time	10	9	17	15	5	4	8
FT Postings	32	22	50	39	33	33	28



QUESTIONS



