

## Job Description



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<b>Job Title:</b>	Educational Developer, Research and Consulting
<b>Department:</b>	Centre for Teaching Excellence
<b>Reports To:</b>	Senior Educational Developer, Faculty Programs and Research (SED)
<b>Jobs Reporting:</b>	None
<b>Salary Grade:</b>	11
<b>Effective Date:</b>	October 2020

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### **Primary Purpose**

The primary purpose of the Educational Developer, Research and Consulting role is twofold: consulting with faculty and staff on the design and implementation of pedagogical research; and supporting University of Waterloo initiatives to develop, fund, and disseminate such research (e.g. grants program, annual conference, learning communities, and workshops). In so doing, the role cultivates intentional, scholarly teaching in alignment with the University's overall priorities and the mission of the Centre for Teaching Excellence.

This role works in conjunction with various colleagues at CTE (primarily the Senior Educational Developer, Faculty Programs and Research, and the Research Associate), across the institution, and beyond.

### **Key Accountabilities**

#### **Primary responsibilities, campus-wide:**

- Provides leadership on an annual teaching conference and University-wide learning and teaching grants programs, working closely with the SED, Faculty Programs and Research, and the Educational Research Associate
- Consults with instructors and staff regarding the design, implementation, and dissemination of pedagogical research, and more generally on the design, delivery, and evaluation of teaching
- Coordinates, promotes, and facilitates workshops and events in support of pedagogical scholarship; facilitates other relevant programming for instructors as needed (e.g., Instructional Skills Workshop, Course Design Fundamentals)
- Maintains close contact with research support areas, such as the Office of Research, Survey Research Centre, Student Success Office, Writing Centre, and the Library

#### **Primary responsibilities, external-facing:**

- Represents the University of Waterloo on regional, national, and international professional committees, and at meetings and conferences (e.g., STLHE, POD Network, ICED, ISSOTL, COED)
- Makes scholarly contributions to the higher education field

#### **Supervision**

- Provides guidance to the Educational Research Associate and co-op students as needed
- Contributes where appropriate to undergraduate, graduate, or CUT student project supervision

#### **Secondary responsibilities**

- Seeks opportunities to teach undergraduate or graduate courses where appropriate

### **Required Qualifications**

#### **Education**

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- Completion of a Master's degree in Education or a related discipline, PhD an asset

### **Experience**

- Experience teaching in a higher education institution is key, as is a strong background in instructional development (including workshop facilitation and individual consultation) and, in particular, assessment of student learning in relation to course design and evidence of learning impact
- Proven communication and organizational skills, along with evidence of diplomacy, tact, and respect for various disciplinary norms
- Experience delivering conference sessions is also considered essential

### **Knowledge/Skills/Abilities**

- Demonstrated facility with social science research design and analysis methods, both qualitative and quantitative, together with an understanding of and appreciation for research methods in Humanities, STEM, and clinical disciplines
- Proven communication and organizational skills, along with evidence of diplomacy, tact, and respect for various disciplinary norms.

### **Nature and Scope**

- **Contacts:** Works closely with the SED, Faculty Programs and Research, and the Research Associate, and interacts regularly with all members of CTE as well as staff members in other units (e.g., Office of Research, Survey Research Centre, Library, Writing Centre, Student Success Office, Associate Vice-President, Academic). Networks provincially, nationally, and internationally.
- **Level of Responsibility:** This position operates under the general principles of the CTE and AVPA priorities and strategic plan, and the specific guidance of the SED, Faculty Programs and Research and the Director. Responsible for proposing annual conference themes, evolving procedures, and supporting research related to teaching and learning scholarship at Waterloo. Also undertakes some independent research in the field of higher education.
- **Decision-Making Authority:** Responsible and accountable for decisions regarding various CTE programs and initiatives, with and without guidance.
- **Physical and Sensory Demands:** Minimal demands typical of an office environment, with some physical demands.
- **Working Environment:** Minimal exposure to disagreeable conditions; some exposure to stressful situations in consultation or in group events; minimal deprivation caused by constant interruptions and lack of control over work pace due to irregular and/or high volumes beyond one's control. The Instructional Developer works in the CTE office suite, with occasional travel for professional development and networking purposes.