

Job Description

Job Title:	Director, Centre for Work-Integrated Learning
Department:	Centre for Work-Integrated Learning (Centre for WIL)
Reports To:	Associate Provost, Co-operative and Experiential Education
Jobs Reporting:	Associate Director, Centre for Work-Integrated Learning; Assistant Director Strategy and Business Operations; Senior Manager, WIL Innovation and Continuous Learning
Salary Grade:	USG 15
Effective Date:	January 2023

Primary Purpose

The Centre for Work-Integrated Learning (Centre for WIL) is a part of the Co-op and Experiential Education (CEE) portfolio. Centre for WIL fosters excellence in the pedagogy and practice of Work-Integrated Learning as a thought leader and key provider of Work-Integrated Learning curriculum, courses, and programs in this field.

Over 70% of Waterloo students participate in a form of Work-Integrated Learning. The Centre for Work-Integrated Learning develops and delivers work-integrated learning curriculum which is leveraged within faculties, and through CEE's centrally operated suite of academic courses, and credentialed WIL programs (including, but not limited to the co-op program).

Partnering with faculty members and industry/community experts, our WIL curriculum development and delivery methods are world leading in scale, quality, and leverage cutting edge research. The goal of the department is ensuring that each of our graduates are prepared for the future of work.

Work-Integrated Learning is integral to the mission of the University, a key element of its brand and success. Work-Integrated Learning is founded on a three-way partnership among students, employers and/or community partners, and the institution. Strong, healthy relationships are required with all three partners. The Director, Centre for WIL is expected to develop and maintain these relationships at both the individual and organizational level. The Director, Centre for WIL also ensures strong representation of the University with organizations supporting work-integrated learning and related practice locally, nationally and internationally. They are accountable, in partnership with other key stakeholders at the University, to maintain and enhance UW's global leadership position.

As the leader of the Centre for WIL, the position has three main areas of focus:

1. provides leadership and strategic direction of the Centre for WIL
2. engages in provincial, national, and international initiatives related to the work of the Centre and the Pedagogy and Practice of Work-Integrated Learning as a field of study
3. contributes significantly to institutional strategy and initiatives regarding the promotion and enhancement of Work-integrated Learning

Key Accountabilities

Leadership and Strategic Direction

- Ultimately accountable for the performance of the department as it relates to the University, CEE and department strategic plans, as well as other key performance metrics as set forth by the university, government and/or institutional partners

- Directs the Centre for WIL's high quality work-integrated learning curriculum, courses (e.g. PD courses, WIL micro-credentials), programs (e.g. EDGE Certificate), and strategic initiatives, ensuring that the University remains a world-leader in this field
- Leads or directs research, often in collaboration with the Work-Learn Institute that helps inform CEE or University practices and directions in the scholarship of work-integrated learning pedagogy and practice; share information internally through reporting lines, meetings, committees, reports to Senate, etc., and externally (e.g., to inform provincial, national and international initiatives); represent Waterloo in external consultations regarding work-integrated learning
- Directs the recruitment, development, and retention of excellent staff, faculty, and industry/community partners to ensure an agile organization capable of meeting the growing and changing needs of students, institutional partners, external clients, and matching the university's strategic initiatives
- Oversees the senior team in effective management (e.g. work team dynamics) and unit operations (e.g. budget approval and capital planning) within a progressive and productive environment

Engage in provincial, national, and international initiatives related to the work of the Centre and the Pedagogy and Practice of Work-Integrated Learning as a field of study

- Act as thought leader in Work-Integrated Learning pedagogy and practice supporting the investigation, evaluation, and implementation of new forms of Work-Integrated Learning (non co-op).
- Represent and promote the University's strong reputation for work-integrated learning through membership in provincial, national, and international professional associations; presenting at conferences; and by networking with fellow practitioners around the world.
- Engage with government and other external organizations (including provincial, national, and international initiatives) relevant to work-integrated learning to capitalize on opportunities for the University
- Provide leadership and strategic guidance for the creation, evolution and commercialization of Centre for WIL related curriculum, courses, and programs for external audiences (e.g. employers, WIL practitioners, early-career professionals)
- Engage in research and/or makes scholarly contributions within Work-Integrated Learning with a focus on the broader field of the Scholarship of Teaching and Learning (SoTL)
- Monitors the design, collection, analysis, interpretation, dissemination, and use of the department's pedagogical assessment and program evaluation data and positions it for use with external audiences
- Conducts or directs top quality development courses, workshops, and corporate training that advance the goals and objectives of the university as they relate to innovations, reputation, WIL leadership and employer and alumni engagement

Institutional strategy and initiatives regarding the promotion and enhancement of Work-Integrated Learning

- Foster a cohesive WIL ecosystem by collaborating and coordinating with senior leaders across Co-operative and Experiential Education, all six Faculties, as well as with the Centre for Teaching Excellence (CTE), the Centre for Extended Learning, Instructional Technologies and Media Services (ITMS), the Registrar's Office (RO), Graduate Studies and Post Doctoral Affairs (GSPA), and others
- Leads or contributes significantly to the development and implementation of institutional strategic directions and initiatives regarding the enhancement of Work-Integrated Learning on our campus that involve small- or large-scale changes in practice (e.g., work-integrated learning training for

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faculty, institutional strategic plan, institutional tracking and common definitions for work-integrated learning, work-integrated learning options for graduate students)

- Acts as a thought leader in Work-Integrated Learning pedagogy and educational development to ensure Waterloo is positioned for both current and future success
- Proactively identify how the Centre for WIL can assist the institution, faculty, and departments in meeting objectives and overcoming challenges including, but not limited to, promoting and supporting teaching and learning excellence through work-integrated learning, attracting new students, enabling access to underserved populations, providing flexibility to traditional students, and promoting internationalization
- Negotiates collaborative and legal agreements with other departments, institutional partners, external clients, and government; directs the use of funding and external revenue

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

Education

- Masters degree required;
- Degree in Education or equivalent experience an asset

Experience

- Minimum of 8-10 years of progressive experience in a senior leadership role, with a proven track record of performance management within a larger department with direct reports, preferably in a higher education environment; demonstrated success in strategic leadership within the field of Work-Integrated Learning

Knowledge/Skills/Abilities

- Demonstrated knowledge of theories and practices used in educational development, and in particular work-integrated learning
- Strong leadership skills within an academic environment
- Demonstrated ability to influence, negotiate, and develop relationships at multiple levels and across diverse audiences and areas
- Demonstrated high level of organization and ability to manage high volumes of activity and change
- Proven analytical, systems and strategic thinking, research skills, and a strong business and budget-planning acumen
- Demonstrated success in leading and contributing to change efforts while showing respect for and sensitivity to academic and disciplinary norms

Nature and Scope

- **Contacts:** The Director works closely with the Associate Provost, Co-operative and Experiential Education (CEE) and with the leadership team of CEE. The Director holds the primary responsibility in the department for effective relations with key departments and leaders on campus (e.g., Centre for Teaching Excellence (CTE), Instructional Technologies and Media Services (ITMS), the Centre for Extended Learning, the Library, Writing and Communication Centre, the Registrar's Office, etc.) as well as associate deans, chairs and program directors. The Director is also a member of several campus committees, helping to inform decisions that involve/affect WIL, undergraduate and graduate programs, non-traditional learners, online learning, teaching and learning, and technology. External contacts include educational development leaders and practitioners at post-secondary institutions worldwide, governments as well as key community/industry partners within the Work-Integrated Learning pedagogy and practice space.

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- **Level of Responsibility:** The Director has ultimate responsibility for final decisions for goals and directions within the Centre for WIL, which includes multiple operational units supported by full-time staff, faculty and sessional instructors, co-op and WIL students, and casual staff.
 - **Decision-Making Authority:** Final decision-making authority for all items outlined above; budgeting allocation of resources within the unit (including base budget, interdepartmental transfers and business operations revenue)
 - **Physical and Sensory Demands:** Minimal demands typical of a senior position operating within an office environment.
 - **Working Environment:** : Exposed to stress and pressure associated with senior level responsibilities, frequent distractions and competing priorities. Involves moderate psychological risk resulting from unavoidable exposure to hazardous, disagreeable or uncomfortable environmental and psychological conditions. There may be unusual hours or schedules, multiple and/or tight deadlines beyond one's control, and constant interruptions (e.g. phone calls, e-mails and unplanned but urgent requests)