

## Job Description

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<b>Job Title:</b>	Director, Work-Integrated Learning (WIL) Programs
<b>Department:</b>	Work-Integrated Learning Programs
<b>Reports To:</b>	Associate Provost, Co-operative and Experiential Education
<b>Jobs Reporting:</b>	Associate Director; Senior Manager, Curriculum
<b>Salary Grade:</b>	USG 15
<b>Effective Date:</b>	May 2020

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### **Primary Purpose**

The Director, Work-Integrated Learning Programs is accountable to the Associate Provost, Co-operative and Experiential Education (CEE) for providing strategic leadership and effective management of the University's WIL teaching and learning activities including credit courses and programs for students, as well as non-credit, online and face-to-face professional development programs for faculty, staff, employers and lifelong learners. Major areas of responsibility include overseeing the design, development, and delivery of academic WIL programs (non co-op) in alignment with all university policies and procedures; enhancing and expanding non-credit program markets and revenue, and demonstrating thought leadership and implementing strategy to support the University's goal of being world leader in co-operative and experiential education

### **Key Accountabilities**

#### **Leadership and strategic direction for work-integrated learning programs.**

- Provide leadership and strategic guidance for existing centralized work-integrated learning curriculum and programs at the University including WatPD and EDGE, ensuring that the University remains a world-leader in this field.
- Act as thought leader in the evolution of WIL for teaching and learning activities at the undergraduate and graduate levels; supporting the investigation, evaluation, and implementation of new (non co-op) WIL programs, workshops and courses.
- Build capacity for faculty and staff to successfully deliver WIL programs by overseeing the development and delivery of WIL related professional development resources, workshops and courses.
- Help support a cohesive WIL ecosystem by collaborating and coordinating with units 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 and others
- In conjunction with WatCACE, conduct or direct research that help inform CEE or University practices and directions in work-integrated learning curriculum; 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
- Engage with government and other external organizations relevant to work-integrated learning to capitalize on opportunities for the University
- 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 across the country.

### **Leadership and strategic direction for external WIL PD offerings**

- Provide leadership and strategic guidance for the creation, evolution and commercialization of WIL related professional development offerings outside of the uWaterloo community including but not limited to the PD courses, the EDGE program, as well as professional development offerings for employers and for WIL practitioners.
- Ensure that WIL PD as a revenue-generating endeavour, generates enough revenue through its activities to sustain its operations as well as provide a revenue stream back to the university and CEE.
- Ensure that WIL PD provides top-quality professional development courses, workshops, and corporate training that advance the goals and objectives of the University as they relate to innovation, reputation, WIL leadership and employer and alumni engagement.
- Guide WIL PD in achieving growth, and ensures that the unit gathers the appropriate data and information to make sound programming and marketing decisions
- Collaborate closely with the Centre for Extended Learning (CEL) PD to ensure effective and efficient deployment of centralized professional development offerings

### **Staff and Resource Management**

- Lead and implement strategic plans for the department that align with those of CEE as well as of the institution and help meet the strategic plan goals of the University; measure and report on achievement of goals and other metrics that factor into the University's internal and external reporting requirements and accountability measures (e.g., mandate agreements)
- Manage the financial resources and performance of the WIL Programs department; ensure the department's budget is applied to maximize the positive impact it has at the University; advocate for new funding or positions as required
- Identify appropriate Key Performance Indicators (KPIs) to ensure optimal services are delivered to all constituents respond effectively to areas of concern with changes to services and strategies
- Lead the management team
- Direct the recruitment, development, and retention of excellent staff to ensure an agile organization capable of meeting the growing and changing needs of students, institutional partners and external customers
- Ensure the appropriate systems and information management processes are in place to support the work of the department
- Negotiate collaborative and legal agreements with other departments, institutional partners, external clients, and government; manage 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 the development and strategic leadership of work-integrated learning programs

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

- Very strong understanding of higher education, and work-integrated learning in particular
- Proven management and leadership skills
- Excellent oral and written communication skills, with the ability to effectively present strategies and plans to senior management
- Demonstrated ability to influence, negotiate, and develop relationships at multiple levels and across diverse audiences and areas
- Strong business and budget-planning acumen

### **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 program operations, undergraduate programs, non-traditional learners, online learning, teaching and learning, and technology.
- **Level of Responsibility:** The Director has ultimate responsibility for final decisions for goals and directions within the WIL Programs unit, 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)