

Job Description

Job Title:	Associate Director, Work-Integrated Learning Programs
Department:	Work-Integrated Learning (WIL) Programs
Reports To:	Director, Work-Integrated Learning Programs
Jobs Reporting:	Manager, Academic Programs; EDGE Liaison; Administrative Coordinator
Salary Grade:	USG 13
Effective Date:	May 2020

Primary Purpose

This position is accountable to the Director, WIL Programs for providing strategic leadership of the department's institution-wide academic programs and oversight of department operations. This position is the key role responsible for working with the faculties to ensure that the department's academic programs contribute to the academic mission of the faculties.

Key Accountabilities

Leadership and strategic direction for departmental operations

- Oversee department operations including
 - Development and monthly reporting of departmental budgets;
 - Effective use of office space; and
 - Overseeing procurement processes including procurement of new technology vendors and completion of the PSIA process and integration with the learning management system
- Ensure effective and fiscally responsible delivery of department operations including but not limited to leveraging technology to devise efficient processes and ensuring collaboration and consultation with other units on campus to support effective delivery of the academic program
- Provide leadership and support for the department's strategic planning and policy development, in conjunction with the senior management team
- Represent the Director in his/her absence; represents the Director at cross campus meetings
- As a member of the WIL Programs leadership team,
 - participate in the development of departmental strategy and vision building;
 - establish processes and procedures for WIL Programs;
 - build and maintain an engaging and inspiring work environment;
 - promote the work of WIL Programs internally and externally within the WIL community

Leadership and strategic direction for academic WIL programs

- Provide leadership and strategic guidance for academic programs within the department, e.g. WatPD and EDGE; oversees the execution and implementation of strategic initiatives
- Support the Director, WIL Programs to ensure that WIL PD provides top-quality professional development courses that advance the goals and objectives of the University as they relate to innovation, reputation, WIL leadership and employer and alumni engagement
- Liaise with external stakeholders, clients and relevant university departments in the completion of strategic projects
- Use best practices, student data and current research to lead the design of intentional, proactive and responsive programs, services and resources that are in line with the needs of our students and faculty partners
- Maintain a high level of knowledge regarding academic policies and procedures and ensure the department's academic programs adhere to the University's guidelines and policies

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- Responsible for the accuracy of undergraduate calendar related to academic WIL Programs and bringing calendar revisions to necessary governing bodies, e.g. Co-operative Education Council, Senate Undergraduate Council
- Lead the evaluation of the academic program's performance including devising key performance indicators for program objectives/outcomes, delivery, and other strategic initiatives.
- Devise communication and information dissemination plan for academic WIL Programs student communications, program evaluation results, research plans and other general communications
 - Prepares high quality reports including peer reviewed research articles and delivers conference presentations on the academic WIL programs
- 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
- Act as the primary liaison for faculty strategic initiatives related to WIL Programs including but not limited to participation on faculty councils
 - Collaborates with the Senior Manager, Curriculum Development to ensure alignment of PD course and EDGE with faculty goals and curriculum
- Act as the primary departmental representative on cross campus initiatives related to academic program operations, e.g. working with the Registrar's Office to ensure the student registration system properly supports student tracking, academic progression and degree requirement verification; understanding the limitations and capabilities of the system to effectively support course enrolment and academic progression

Staff and resource management

- Ultimately accountable for the output of ongoing and contract employees responsible for Academic Programs and Department Operations
- Provide support, coaching, and development of the staff reporting to this position
- Actively involved in the recruitment and retention of a team of uniquely-skilled individuals
- Monitor and continually assess strategies to increase efficiency and productivity of the group
- As part of the WIL Programs senior management team, help provide overall unit leadership across the department
- Provide guidance to staff members on supporting strategic goals and aligning work with strategic plans
- Ensure appropriate support for university-wide, faculty specific, and department strategic plans, and provision of student support and strategic service/program delivery
- 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

Required Qualifications

Education

- Master's degree required; credential in program evaluation or education an asset;

Experience

- 3-5 years of experience managing a large-scale program or operation, preferably in a post-secondary environment with direct reports
- 3-5 years of experience designing and implementing performance measurement/evaluation plans, and managing complex, multi-stakeholder projects
- Experience providing program leadership to a team including providing functional guidance and direction to team members

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- Experience developing and implementing strategic plans
- Experience with development of department budgets is preferred

Knowledge/Skills/Abilities

- Highly developed strategic, analytical and communication skills, and a high degree of political acumen and interpersonal skills to nurture relationships with a range of stakeholders across the university
- Ability to comprehend, synthesize and address perspectives and concerns of multiple stakeholders to devise one common solution
- Demonstrated success in leading change efforts
- Ability to adapt skills and experience to a new environment
- Expert knowledge of evaluation theory and methodologies; the ability to analyze complex information, draw correct conclusions, and articulate clear and focused policy and/or direction
- Understanding of higher education and work-integrated learning
- Experience using statistical analysis software (e.g., nVivo, SPSS)
- Excellent oral and written communication skills, solid organizational skills, and sound judgment.
- Demonstrated ability to build strong relationships, work collaboratively, and be sensitive to the needs and interests of various stakeholders.
- Demonstrated ability to contribute to and thrive in a collaborative environment and to apply a positive team approach to working with internal and external colleagues.
- Strong technical skills including an ability to understand the limitations and capabilities of a breadth of systems and to capitalize on technology for program effectiveness

Nature and Scope

- **Contacts:** Contacts include other Directors/Associate Directors on campus as well as Associate Deans and Faculty members; WIL Programs staff
- **Level of Responsibility:** Leadership within the WIL Programs team for setting policies, processes, strategic goals, etc.; Influencing, informing, and persuading at cross campus and faculty specific councils; accountable for ensuring WIL Programs policies and practices align with University policies
- **Decision-Making Authority:** Represents WIL Programs at cross campus and faculty initiatives; develops departmental policies and processes; determines WIL Programs and faculty specific budgets; determining which issues can be resolved internally and which need to be escalated to the Director/CEE leadership
- **Physical and Sensory Demands:** Minimal demands typical of a leadership positions operating within an office environment.
- **Working Environment:** Minimal exposure to disagreeable conditions typical of a leadership position exposed to stress and pressure associated with senior level responsibilities