

## Job Description

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| <b>Job Title:</b>      | Manager, Co-op and Work-Integrated Learning Initiatives  |
| <b>Department:</b>     | School of Accounting and Finance                         |
| <b>Reports To:</b>     | Associate Director, Student Opportunities and Engagement |
| <b>Jobs Reporting:</b> | None   |
| <b>Salary Grade:</b>   | USG 10   |
| <b>Effective Date:</b> | January 2020   |

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### **Primary Purpose**

The Manager, Co-op and Work-Integrated Learning is a member of the Student Opportunities and Engagement (SOE) at the School of Accounting and Finance (SAF). The Student Opportunities and Engagement (SOE): supports students' academic success/progression; encourages students' engagement in their learning and as 'citizens' of the School community; advances their knowledge and skills through integrative programming outside of the classroom; develops their self-awareness as future professionals; and, helps students to identify and act upon their specialized interests in a broad and changing profession. The SOE Team serves approximately 2000 students in all of the School's primary and co-administered undergraduate programs and the Master of Accounting program.

The SOE Team is accountable for maintaining an opportunity-rich environment. Opportunities include: student Personalized Development Plans, mandatory co-op, for-credit (non-co-op) work-integrated learning opportunities, internal/external case competitions and conferences, professional credentialing, student community engagement, volunteerism, peer-to-peer and alumni mentorship, etc. The SOE Team is also responsible for programming and advising related to student academic success and progression. This includes course enrollment, academic coaching and advising, remedial programming, and support for students' overall health and well-being.

The Manager, Co-op and Work-Integrated Learning supports the objectives of the Team by: helping to set goals for co-op and a variety of other for-credit and not-for-credit work integrated learning opportunities for students; developing strategic plans and priorities associated with these goals; and leading the execution of activities related to those priorities. The Manager, Co-op and Work-Integrated Learning works with a variety of stakeholders. She/he works with internal stakeholders to develop and administer programming, and these stakeholders include: the SOE Team, School management and program leaders, SAF/UW Advancement, Co-op and Experiential Education (CEE), and the Centre for Teaching Excellence (CTE). She/he works with external stakeholders primarily to source opportunities, and these stakeholders include: current/prospective co-op employers, SAF alumni, CPA Ontario/Canada, CFA Toronto, Financial Executives International, Toronto Financial Services Alliance etc.

### **Key Accountabilities**

#### **Develops a variety of work-integrated learning opportunities for students and contributes to organizational understanding of marketplace needs:**

- Leads the strategic development and implementation of a program of for-credit (non-co-op) work-integrated learning opportunities for students. This includes defining the program structure, determining learning streams, parameters for faculty oversight, opportunity assessment and approval framework etc.
- Works with SAF alumni professionals and other external parties to source (non-co-op) work-integrated learning opportunities for students.
- Works with CEE and Associate Director, Student Opportunities and Engagement to maintain a sufficient supply of high quality accounting and finance co-op and graduating employment opportunities. This includes setting priorities for job development, contributing to the joint account-management of existing high-value employers, and collaborating to develop new employer relationships.

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- Leverages opportunities to harvest information to inform faculty about the knowledge, skills and attributes needed in the public accounting, financial service, corporate/public finance, general business, and consulting spaces.

### **Develops and maintains programs and processes to engage students in the strategic use of co-op, work-integrated, and other experiential learning opportunities to develop their professional interests and launch their career.**

- Ensures maximum student participation in co-op and work-integrated learning opportunities, and works to maximize student satisfaction with these experiences (opportunity quality). Maintains data and statistics to measure and report on success in these areas.
  - Initiates and delivers a wide range of programming that is well-integrated into SAF students' academic and extra-curricular experience that:
    - 1) helps them to prepare for and secure their first work term, and
    - 2) helps them to make informed choices about designing their way forward in years 3 and 4 of their program and beyond. This includes things such as:
      - Driving awareness about the various 'career path' and certificate combinations at SAF and the in-class and out-of-class learning opportunities linked to these.
      - Making students aware of the knowledge and skills that sub-segments of the accounting, finance, business employment market are in need of and then linking these to opportunities for them to accumulate in-class and out-of-class learning experiences to hone these.
      - Ensuring students know about professional credentialing opportunities and how to leverage their academic and co-op experience to pursue these.
      - Informing students about trends in the accounting/finance employment market and delivering industry-specific career related resources for students.
      - Organizing and delivering a variety of awareness and skill-building programming: co-op strategy planning, pathway decisioning/discovery, professional credentialing (CPA, CFA etc.), industry or sector-specific information sessions, career-related talks, workshops and conferences.
- This programming can take the form of:
- Integrating with planned SAF webcasts, one-on-one coaching programs, workshops, information sessions, conferences etc.
- Develops and manages the Personalized Development Plan initiative, which includes developing and administering the work term reflection assignment for AFM students. The Personalized Development Plan should be effective in having students learn by way of active self-reflection, set and communicate goals, and develop action plans for further development.
  - Leverages data from work term reflections or other feedback mechanisms to: learn about students' short-term goals and career entry objectives; assess students' preparedness for co-op; identify gaps in capabilities etc.
  - Manages the sequence change process on behalf of SAF and integrates this with CEE processes.
  - Offers case management to student files in collaboration with faculty and CECA staff.

## **Required Qualifications**

### **Education**

- Undergraduate degree is required. Master's degree preferred. Areas of applicable study include: accounting, finance, business, organizational behaviour/human resource management, leadership, post-secondary or adult education.
- Completion of training or professional credentials in human resource management, career counselling and project management are considered an asset.

### **Experience**

- Minimum of 5-7 years of combined program/initiative management experience in:
  - a post-secondary school academic department or career center,
  - a corporate human resources department providing recruitment or training services,

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- a staffing agency or consulting firm in a management-level recruitment or project management role (with an HR, accounting/finance focus).

- Experience leading to the development of knowledge of adult co-operative/experiential/work-integrated learning is preferred.

### **Knowledge**

- In-depth knowledge of the employment landscape for accounting and finance students: public accounting, financial services, corporate/public finance, consulting etc.
- Must be familiar with University of Waterloo resources, processes, policies and procedures, specifically those related to degree requirements, faculty academic policies, co-op, student well-being, and student success.
- Knowledge of post-secondary business education offerings, co-op education and experiential/work-integrated learning in Ontario/Canada.

### **Skills/Abilities**

- A supportive team-player who prefers to work collaboratively and is naturally oriented toward work in a team. Equipped with the interpersonal skills and EQ to be an effective teammate.
- A problem-solving consultant who can help uncover challenges and successfully position opportunities for students as a solution.
- A collaborator skilled at developing and selling win-win ideas, gaining consensus, and moving projects forward in settings with varied stakeholders.
- A driver of organizational/cultural change who can drive awareness amongst students and inspire them to embrace new ideas and opportunities they haven't thought of before
- A creative coach who can deliver in-person or using a variety of mediums to engage students, inform them and encourage them to act.
- A project leader capable of managing initiatives under tight deadlines and deadlines that often shift or change.

### **Nature and Scope**

- **Contacts:** This position works with internal stakeholders to develop and administer programming, and these stakeholders include: the SOE Team, School management and program leaders, SAF/UW Advancement, Co-op and Experiential Education (CEE), and the Centre for Teaching Excellence (CTE). This position works with external stakeholders, primarily to source opportunities. These stakeholders include: current/prospective co-op employers, SAF alumni, CPA Ontario/Canada, CFA Toronto, Financial Executives International, Toronto Financial Services Alliance etc.
- **Level of Responsibility:** The position represents the School to alumni, employers, managers at professional associations, CPA/CFA charterholders etc. pertaining to co-op and work integrated learning. He/she makes decisions about the use of resources and how time is spent to achieve goals (including oversight of budget allocation). The role involves hiring, training and managing co-op students throughout the year who are involved in events and administration.
- **Decision-Making Authority:** This position makes decisions on complex and non-routine issues involving consultation with CEE and the Program Director and Academic Advisor. The position makes decisions about their own priorities and time management, and decisions as they relate to carrying out action plans. This position is responsible for managing the budget allocated to co-op, work-integrated learning and professional development opportunities for students.
- **Physical and Sensory Demands:** This role requires exertion of physical or sensory effort resulting in slight fatigue, strain or risk of injury.
- **Working Environment:** This role involves minimal psychological risk resulting from unavoidable exposure to hazardous, disagreeable or uncomfortable environmental conditions. It may involve travel, unusual hours and/or high volumes and multiple and/or tight deadlines beyond one's control (i.e. due to term by term fluctuations) and constant interruptions.