

Job Title:	Academic Integrity Coordinator
Department:	Office of the Associate Vice-President, Academic
Reports To:	Director of Quality Assurance (Academic Programs)
Jobs Reporting:	None
Salary Grade:	USG 7
Effective Date:	January 2018

Primary Purpose

To support the day-to-day activities of the Office of Academic Integrity, and promote the core value of integrity and academic integrity (AI) to the University community. Develop and implement educational resources and promotional initiatives for the office by engaging with stakeholders such as faculties, academic and non-academic support units, student societies and extra-curricular associations.

Key Accountabilities

<p>Develop, Implement and Communicate Academic Integrity initiatives</p> <ul style="list-style-type: none"> • Annual review of internal AI initiatives and promotional campaigns • Create an annual work plan for AI initiatives under the guidance of the Director • Maintain and update the AI website • Speak to students in classes (e.g., Orientation events, ECON 467, BASE, EFAS and 2+2 groups, CS graduate student seminars, etc.) and/or other groups on campus (e.g., co-op students working in CS, etc.) about integrity and AI • Keep on top of AI trends, share best practices and network with AI colleagues by participating in the following: Academic Integrity Council of Ontario (AICO) - an affiliate of OCAV and the COU; Canadian Consortium of the International Centre for Academic Integrity (ICAI); annual International Centre for Academic Integrity (ICAI) conference
<p>Strategic consultation and/or collaboration with academic and non-academic units</p> <ul style="list-style-type: none"> • Pursue the implementation of a mandatory undergraduate academic integrity module (similar to the GRAD AIM) • Continue to engage the Library Ambassadors to promote AI and to represent AI at campus events (e.g., Long Night Against Procrastination [LNAP], student services fairs, etc.) • Work with strategic partners such as the Student Success Office (SSO) and Writing and Communications Centre to integrate AI education and resources into their existing and future activities • Consult with Information Systems and Technology, Centre for Teaching Excellence and other units regarding the licensing and use of text matching software (currently Turnitin and iThenticate)
<p>Oversight of the Graduate Academic Integrity Module (GRAD AIM)</p> <ul style="list-style-type: none"> • Administration of the GRAD AIM in the Learning Management System (LMS) (i.e., LEARN) • Work with records staff in the Graduate Studies and Postdoctoral Affairs office (GSPA) regarding the bulk enrollment of new graduate students, placing holds in the student information system (i.e., Quest), and/or providing grades or credit on a student transcript • Work with communications staff in the GSPA regarding the roll-out of the GRAD AIM communication plan at various times each term • Collaborate with other units on campus (e.g., GSPA, SSO, Library, etc.), as needed, to support awareness and promotion of the GRAD AIM

Promote awareness of Student Discipline (Policy 71) and related issues

- Work with the Director of Quality Assurance (Academic Programs) to liaise with undergraduate and graduate Associate Deans on issues related to integrity and academic integrity under Policy 71
- Schedule Policy 71 meetings and take meeting minutes
- Follow-up on action items from these meetings as needed
- Schedule remedial workshops (date and location) each term and register students as directed by the undergraduate Associate Deans
- Assist or run, if needed, the one-hour remedial AI workshop to registered participants
- Manage enrolment in the remedial workshop (i.e., course) in LEARN
- Notify the appropriate undergraduate Associate Deans and affiliated staff regarding the students' success or failure of the workshop

Facilitate/Co-facilitate the Organizational and Human Development (OHD) staff workshop "Integrity Matters"

- Become a trained OHD facilitator and collaborate with OHD to support this workshop
- Facilitate or co-facilitate specific offerings of this workshop each term
- Participate in related OHD activities in relation to the offering of "Integrity Matters", as needed (e.g., training events, content meetings, etc.)

Required Qualifications

Education

- Undergraduate degree or equivalent combination of education and experience

Experience

- Minimum 2-3 years in an administrative support position
- Minimum 1-2 years of marketing, promotional and social media experience

Knowledge/Skills/Abilities

- Strong knowledge of the post-secondary education sector
- In depth knowledge of University of Waterloo's academic and support units as they pertain to cross functional initiatives
- Exceptional communication skills, both written and verbal, with diverse audiences (administrators, faculty, students). (Note: Public speaking will be a regular component of this role).
- Strong organizational skills, including time management skills and the ability to prioritize tasks
- Superior interpersonal skills
- Self-starter who is capable of working on their own with minimal supervision
- Ability to work both independently and collaboratively on multiple projects
- Volunteer management experience and/or staff training experience an asset

Nature and Scope

- **Contacts:** The Academic Integrity Coordinator will engage with various academic and non-academic support units on campus (e.g., Registrar's Office, Library, Office of Research, Writing and Communication Centre, Housing, SSO, Federation of students (FEDS), Graduate Student Association (GSA) and Graduate Studies and Postdoctoral Affairs (GSPA). They may also work with a co-op student, work-study student, research assistant or casual employee under the supervision of the Director. Volunteers may also be recruited and managed by the Coordinator as needed. In addition, the Coordinator works externally with counterparts in other universities or post-secondary institutions as well as professional organizations (e.g., Academic Integrity Council of Ontario [AICO]) International Centre for Academic Integrity [ICAI]), as needed

-
- **Level of Responsibility:** The Academic Integrity Coordinator will develop and implement initiatives under the guidance of the Director of Quality Assurance (Academic Programs). The Coordinator will have responsibility for meeting internal/external deadlines.
 - **Decision-Making Authority:** The Coordinator handles day-to-day operational decision-making and seeks approval from the Director in regards to long-term strategic plans, budgetary needs and physical resources.
 - **Physical and Sensory Demands:** Minimal demands typical of an administrative position within an office environment.
 - **Working Environment:** The Academic Integrity Coordinator will work an office environment, with meetings across campus as well as occasional travel for professional development and networking purposes. Nature of responsibilities will sometimes require work in evenings and weekends.