

## Job Description

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<b>Job Title:</b>	Academic Integrity Coordinator
<b>Department:</b>	Office of the Associate Vice-President, Academic
<b>Reports To:</b>	Director, Office of Academic Integrity
<b>Jobs Reporting:</b>	None
<b>Salary Grade:</b>	USG 7
<b>Effective Date:</b>	October 2022

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### **Primary Purpose**

The Academic Integrity Coordinator is accountable to the Director, Office of Academic Integrity. The Coordinator supports the Director in the design and creation of academic integrity materials and programming and of their continual updating and modification to ensure that they are current and well-aligned with best practices in the field. The Coordinator plays the primary role in the delivery of centrally administered academic integrity programming and services, including activities like remedial workshops, and is often delegated by to represent (or supports) the Director in campus events that have an academic integrity component (e.g., orientation, faculty days, special events).

### **Key Accountabilities**

#### Administration and Delivery of Centralize Academic Integrity Programming

- Overseeing the Graduate Academic Integrity Module (GRAD AIM)
- Taking on the role of Course Administrator of the GRAD AIM in Learn
- Working with communications personnel in the GSPA regarding the roll-out of the GRAD AIM communication plan at various times each term
- Working with records personnel in the GSPA regarding the bulk enrollment of new graduate students, placing holds in Quest, and/or providing grades or credit on a student transcript
- Regularly reminding and following up with students to ensure they meet the GRAD AIM 8-week deadline
- Collaborating with other units on campus (e.g., GSPA, SSO, Library, etc.), as needed, to support awareness and promotion of the GRAD AIM
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In collaboration with the Director, and based on the OAI's indicators, reviewing and updating GRAD AIM content as needed

- Administering and teaching the remedial workshop (typically twice per term)
- Manage enrollment of the workshop in the learning management system
- Grade assignments, provide support to students enrolled in the workshop
- Co-facilitate training sessions for Teaching Assistants with the Centre for Extended Learning (typically once per term)
- Facilitate/Co-facilitate the Organizational and Human Development core development staff workshop "Integrity Matters" OHD 120
- 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 OHD 120, as needed (e.g., training events, content meetings, etc.)
- Offer sessions on request about academic integrity for students (at Orientation, to various classes) and other groups on campus (e.g., staff groups)

Support Activities that Create a Culture of Academic Integrity on Campus

- When delegated to do so by the Director, represents the Office of Academic Integrity at events (student service fairs, Long Night Against Procrastination, Orientation, etc.)
- Builds and maintains partnerships with other units on campus that support academic integrity initiatives (e.g., with the Library Ambassadors, Student Support Office, Writing and Communications Centre)
- Provide input and advice to relevant support units (Centre for Teaching Excellence, Centre for Extended Learning, Information Systems and Technology) regarding text-matching software (e.g., Turnitin) and other academic integrity related matters
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### Administrative support within the OAI

- Schedule and serve as administrative support for (e.g., by taking notes) and participate in AIAC meetings once per term. Follow-up on action items from AIAC meetings as appropriate
- Support the Director in the process of maintaining and updating existing academic programming and activities and the development of new academic integrity resources and programming
- Support the Director in their work with the Associate Deans, Undergrad and Grad, on issues related to academic integrity, including scheduling and attending meetings, taking notes, and following up on action items as appropriate
- Working with the Communications Associate in the AVPA Office, develop, maintain and update an Office of Academic Integrity website
- Monitor web page engagement and adjust the website content or design as necessary. Maintain and update academic integrity resources on the AI website as necessary
- When feasible, attend provincial, national and international academic integrity conferences (e.g., the Academic Integrity Council of Ontario (AICO), the Canadian Consortium of the International Centre for Academic Integrity (ICAI), the International Centre for Academic Integrity (ICAI) conference to build expertise and professional relationships
- Understand the role of the Director, Office of Academic Integrity and be able to serve as their representative (as appropriate) in their absence or when delegated to do so by them

### Heading 5

- Start here

*\*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**

- Undergraduate degree or equivalent experience

#### **Experience**

- Strong knowledge of the post-secondary education sector; prior familiarity with academic integrity issues is an asset
  - In depth knowledge of Waterloo's academic and non-academic support units as they pertain to cross functional initiatives
  - Minimum 2-3 years in an administrative support or related position
  - Minimum 1-2 years marketing, promotional and social media experience

- Experience with coordinating and facilitating workshops, training events or speaking engagements

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

- Exceptional communication skills, both written and verbal, for various audiences (i.e., administrators, faculty, students, and staff)
- Comfort speaking to groups, which is a regular occurrence in this role; teaching experience is an asset
- Strong organizational skills, including time management skills and the ability to prioritize tasks
- Superior interpersonal skills
- Proficiency in or ability to learn systems and programs, such as Learn shell development, basic H5P, and Adobe InDesign
- Ability to maintain websites using WCMS or related platform
- Self-starter who is capable of working with minimal supervision
- Ability to work both independently and collaboratively on multiple projects and cross functional teams
- Volunteer management experience and/or staff training experience an asset
- Attuned to student needs and dedicated to supporting their success
- Ability to handle confidential material and to maintain confidentiality

### **Nature and Scope**

- **Contacts:** The Academic Integrity Coordinator will engage with various academic and non-academic support units on campus (e.g., Registrar Office, Library, Office of Research, Writing and Communication Centre, Housing, SSO, WUSA, GSA and GSPA). They may also work with a co-op student, work-study student, research assistant or casual employee under the supervision of the Director. The role also involves frequent interaction with students involved in OAI programming (e.g. remedial workshops), who often feel stressed by being required to be involved, which requires suitable diplomatic skills. volunteers may also be recruited and managed by the Coordinator as needed. In addition the Coordinator engages externally with counterparts in other universities or post-secondary institutions (e.g., Academic Integrity Council of Ontario [AICO]) as well as professional organizations (e.g., International Centre for Academic Integrity [ICAI]), as needed.
- **Level of Responsibility:** The Academic Integrity Coordinator will develop and implement initiatives in consultation with the Director of Quality Assurance (Academic Programs). The Coordinator will have responsibility for meeting internal/external deadlines. The Coordinator grades student assignments for some OAI programming, and so makes some judgements that affect the ability of students to continue to progress through their academic programs

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- **Decision-Making Authority:** The Coordinator handles day-to-day operational decision-making and will consult 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. The job does involve interaction with students who may be stressed due to recent negative academic integrity decisions
  - **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. The work involves frequent speaking to groups and work in an instructional setting. The nature of responsibilities will sometimes require work in evenings and weekends. The Office of the AVPA has partial work-from-home options when these are consistent with the requirements of a staff member's job.