

Job Description



Job Title:	Work-Integrated Learning (WIL) Training Coordinator
Department:	Waterloo Professional Development Program (WatPD)
Reports To:	Senior Manager, Curriculum Development, Waterloo Professional Development Program
Jobs Reporting:	None
Salary Grade:	USG 8
Effective Date:	May 2020

Primary Purpose

The incumbent will plan, implement and manage a large program of outreach activities, conferences and events, and other professional development or training opportunities that advance work-integrated learning at the University of Waterloo. This position is responsible for managing all facets of these programs, including setting and administering budgets, managing contractual staff and vendors, managing sponsorship relationships, delivering programs, and reporting on results. This position is also responsible for overseeing the dissemination of high quality curriculum and resources to support ongoing growth of work-integrated learning, especially for members of the Cooperative and Experiential Education (CEE) portfolio at Waterloo

Key Accountabilities

Planning, budgeting and program execution

- Oversees the effective operation of major experiential programs, including but not limited faculty learning communities, a work-integrated learning academy, and a work-integrated learning symposium
- Develops a work-integrated learning strategic plan, in collaboration with the Senior Manager, Curriculum Development for a roster of events, workshops, seminar series, lectures, courses, training, and other special events that support work-integrated learning
- Assists managing the work-integrated learning events budgets
- Develops and maintains best practices for all centrally administered work-integrated learning events
- In collaboration with the Senior Manager, Curriculum Development develops metrics and standards for program evaluation and feedback from attendees of events
- Prepares reports as needed according to grant guidelines
- Provides logistical support for WatPD and faculty leads for the scheduling and delivery of learning opportunities.

Managing internal and external contacts and vendors

- Coordinates space and facility requirements with colleagues across campus and outside the university for work-integrated learning events
- Develops and manages relationships with appropriate vendors related to conferences and events
- Establishes and maintains a database of professional contacts, conference presenters and participants and other related information
- Develops and maintains significant external relationships to foster partnership, venue and sponsorship opportunities
- Recruits and manages volunteers across campus and in other locations as necessary to support the delivery of events, workshops, courses, and conferences

Job Description



- Oversees casual staff and student employees who are hired to support events and to develop resources

Communications and Promotion

- Develops and maintains a clear communication plan for all events and conferences
- Develops materials to promote outreach programs and activities
- Maintains an up-to-date library of resources and materials to support work-integrated learning programs and activities in both digital and print format
- Manages and monitors web-based and social media communication, specifically related to events, conferences, community and alumni pages
- Project lead on newsletters and various other communications, and provides content for event communications, web pages, media releases, advertisements and poster campaigns
- Participates in social networking programs to enhance event marketing and communications
- Identifies exceptional work-integrated learning moments to be profiled through a myriad of print and digital communication platforms across the institution
- Assists in the development of work-integrated learning curriculum for various institutes and academies

Work-Integrated Learning Support

- Work with CEE to identify existing work-integrated learning courses and training opportunities for faculty and staff
- Working with the Associate Director implement the inventory in WaterlooWorks and working with a cross campus team including IAP, the Registrar's Office, CEE Services and IST, determine best practices for maintaining the integrity of the course equivalency list long term
- Assist in organizing and managing the development of Work-Integrated Learning resources and courses, as well as modifications to existing courses

Required Qualifications

Education

- Undergraduate degree, events designation preferred

Experience

- Minimum 2-3 years of event management experience with demonstrated experience in managing and promoting large-scale and high profile events
- Experience in a communications role and developing high quality digital and print materials a strong asset
- Experience developing, monitoring and managing budgets is an asset

Knowledge/Skills/Abilities

- Disciplined approach to planning and project execution with exceptional attention to accuracy and detail
- Independent judgment in areas of time management, task prioritization and decision-making
- Proven ability to work independently and collaboratively
- Proven ability to multi-task, manage a large volume of work, conflicting priorities and deadlines
- Exceptional verbal and written communications skills
- Project management experience with a demonstrated ability to manage concurrent projects under tight deadlines
- Proven leadership and volunteer management experience
- Solid understanding of work-integrated learning and experiential education

Job Description



- Intermediate MS Word and PowerPoint
- Basic Excel
- Experience with HTML, WCMS, Adobe Creative Suite an asset

Nature and Scope

- **Contacts:** Internally, this position interacts with CEE and WatPD staff and other University staff on faculty regarding work-integrated learning events and outreach programs. Externally, they communicate with vendors, and other University colleagues. The nature of interactions include, providing and exchanging information; responding to inquiries; building and maintaining relationships; and collaborating on event initiatives.
- **Level of Responsibility:** The incumbent will possess proven ability, extensive experience and strong working knowledge and understanding of event and conference planning in relation to achieving the University's stated goals related to experiential education.
- **Decision-Making Authority:** Responsible and accountable for the successful execution of events and conferences at Waterloo. Oversight for the creation and curation of quality print and digital resource materials related to experiential education.
- **Physical and Sensory Demands:** Minimal demands typical of a position operating within an office environment with extended working hours in preparation for and during events.
- **Working Environment:** Minimal exposure to disagreeable conditions typical of a position exposed to stress and pressure associated with project manager responsibilities. Work outside the normal operating hours of the institution can be expected in this role.