

Job Description

Job Title:	Educational Developer
Department:	Work-Learn Institute
Reports To:	Director, WxL Institute
Jobs Reporting:	Co-op students and casual staff
Salary Grade:	USG 11
Effective Date:	December 2022

Primary Purpose

The primary purpose of the Educational Developer is to design and develop WIL education curriculum, content and resources to support the enhancement of work-integrated learning at Waterloo, nationally and internationally. The role will mobilize WxL's research findings to a breadth of stakeholders including employers, government representatives and WIL practitioners at Waterloo, nationally, and worldwide.

The role will drive forward strategic curriculum projects and act as a key liaison between internal and external stakeholders, helping to profile WxL's work and to advance the practice of work-integrated learning.

Key Accountabilities

Curriculum Leadership

- Develops an overall strategy for creating and disseminating WIL-focused educational materials, including but not limited to developing workshops, resources, and courses.
- Leads the evolution of and ensures the relevance of the [WIL Research Portal](#)
- Facilitates and coordinates discussion with relevant stakeholders to support the mobilization of WxL's research findings and best practices for WIL
- Responsible for the analysis of research, including the interpretation of the research, and the development of tools for internal and external stakeholders based on data-driven recommendations
- Influences stakeholder perspectives on quality WIL with an emphasis on the importance of aligning the aims, actions and achievements of all stakeholders as identified in the [AAA* Framework](#)
- Evolves the AAA* framework as new research emerges
- Work alongside employer-facing staff to explore employer concerns and needs, and develop resources and research--if necessary--to support our staff and employers with research-backed insights to aid in their decision-making

Curriculum and Resource Development

- Develops workshops, resources, courses and toolkits for CEE staff, faculty, WIL practitioners and employers based on WxL's research and other relevant literature.
- Delivers workshops and training programs to CEE staff, WIL practitioners and employers to assist in the development of high-quality WIL programs
- Creates content for the WIL portal to meet the needs of various stakeholders

Job Description



- Connects with employer-facing staff within CEE to share research findings and to develop resources they can utilize in their work

WxL Knowledge Dissemination

- Acts as a spokesperson for WxL Institute to internal, domestic and international stakeholders in a variety of meetings requiring the incumbent to speak to the research in a clear and concise manner, and with an ability to interact with various levels of diplomacy
- Mobilizes WxL's research into actionable resources for use by employer-facing staff within CEE, faculty, WIL practitioners and employers
- In partnership with employer-facing staff, regularly review materials and resources created to determine effectiveness and necessary revisions
- In conjunction with CEE communications, engagement and digital experience (CEDE) team, develops a strategy for social media and other digital promotion of WxL's research.
- Acts as a knowledge expert for content marketing materials for the CEDE team.
- Stays current with the emerging research and literature on WIL, skills and the future of work and formulates content, curriculum, resources, media, etc., based on this information
- Stays current with the emerging trends surrounding early talent development and acquisition within industry
- Establishes external connections and relationships to stay informed of provincial, national and international WIL initiatives; advocates for WxL's global leadership in WIL research and develops new consulting opportunities for WxL
- Represents WxL in relevant campus, national and international committees

Consulting

- Conducts needs assessments and recommends new programming and training for internal and external stakeholders, including but not limited to CEE staff, employers, national and international WIL practitioners and government representatives
- Deliver workshops and training programs to clients as per requirements and contracts
- Develop plans and processes for engaging subject matter experts from across the portfolio in the development and delivery of consulting projects
- Project manages consulting work, ensuring that appropriate resources are allocated to keep projects on track

**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

- Master's degree required
- Courses/training/certification or a degree in Adult Education, Curriculum Development, Instructional Design, Curriculum Development or Communications or a relevant field would be an asset

Experience

- 5 years' experience in the design, development, delivery or evaluation of curriculum or resources

- Experience within a post-secondary environment preferred
- Extensive experience in project management and reporting
- Experience with high-volume resource management and scheduling and prioritizing competing demands
- Success in cultivating and maintaining relationships with academic faculty, employers, government representatives and staff.
- Experience with knowledge translation or mobilization is a strong asset

Knowledge/Skills/Abilities

- Ability to understand, integrate, translate and disseminate research outcomes undertaken in an inter- and trans-disciplinary context.
- Comprehensive understanding of WIL theory and methodologies of instructional design and adult learning pedagogy and their application in learning a strong asset
- Exceptional written and verbal communication skills, including the ability to deliver engaging workshops and presentations
- In-depth understanding of e-learning tools, including Learning Management Systems (e.g., D2L/Brightspace), media development tools, collaboration tools, etc., and their application in higher education a strong asset
- Demonstrated ability to establish and maintain relationships with a breadth of stakeholders including faculty, senior administration, employers and government representatives

Nature and Scope

- **Contacts:** extensive engagement with internal and external stakeholders including but not limited to faculty, staff, employers, government representatives and senior administration here at Waterloo, nationally and internationally
- **Level of Responsibility:** responsible for leading internal and external engagements including workshops, presentations and fee-generating consulting projects. Represents Co-operative and Experiential Education and the University of Waterloo in consulting engagements
- **Decision Making Authority:** Makes recommendations about program development, scope of consulting projects, curriculum development and knowledge mobilization strategies.
- **Physical and Sensory Demands** Physical and sensory demands similar to those in a hybrid office environment, although workshops may require long periods of high energy and standing
- **Working Environment:** hybrid work arrangement, including some national and international travel, may require significant disruption to regular working hours, especially when working on international projects.