

Job Description

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| Job Title: | Lead, Work-Integrated Learning Designer – Curricular Integration |
| Department: | Centre for Work-Integrated Learning |
| Reports To: | Senior Manager, Work-Integrated Learning Curriculum |
| Jobs Reporting: | None |
| Salary Grade: | USG 12 |
| Effective Date: | January 2023 |

Primary Purpose

The Centre for Work-Integrated Learning (Centre for WIL) is a part of the Co-op and Experiential Education (CEE) portfolio. The Centre for WIL fosters excellence in the pedagogy and practice of Work-Integrated Learning as a thought leader and key provider of curriculum, courses, and programs in this field.

Playing a leadership role, this position has three main areas of focus:

- 1) Directs special projects for new and improved WIL curriculum for the Centre for Work-Integrated Learning; such projects may include internal and external research and development projects outside the norm of the Centre for WIL's primary courses and programs which will have a direct relevance and contribution to University of Waterloo, and potentially provincial, strategic goals
- 2) Operationalizes the standards for Quality WIL course and program design and development for the Curriculum Development team, as well as builds capacity for faculty and staff to successfully deliver WIL courses and programs
- 3) Applies teaching and learning research and theory and the components of Quality WIL across all areas of the portfolio, as well as engaging externally in thought leadership in work-integrated learning pedagogy and educational development

Key Accountabilities

Strategic Projects Lead

- Directs both internal and external projects that focus on curricular integration as assigned by Co-operative and Experiential Education (CEE) Leadership, including the Director and Associate Director of the Centre for WIL. The projects would require coordination of multiple internal and/or external stakeholders, Centre for WIL staff, and often include significant and long-lasting deliverables
- Sources external projects and collaborations including those involving external funding (e.g., government grants) and deliverables for which the University is held accountable
- Plans and supports grant writing activity which results in funding to the University
- Coordinates, communicates, and collaborates with external stakeholders, institutions, and clients
- In some cases, may serve as the lead in multi-institution projects (e.g., those funded by CEE and Work-Integrated Learning Canada (CEWIL))
- Contributes to the development and implementation of institutional strategic initiatives regarding the enhancement of work-integrated learning on our campus (e.g., curriculum mapping and cross campus-integration, assessing program level outcomes, etc.)
- Exercises pedagogical, strategic and operational judgement and expertise in setting project goals and directions

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- Monitors and ensures the work of a project is advancing the goals of the Centre for WIL, CEE, the University, and the province/nation (e.g. accountabilities to CEWIL, eCampus Ontario etc.)
- Monitors budgets and timelines for projects, directing work of project managers and project teams as necessary
- Completes activities as required by a project, including reports, knowledge mobilization and research dissemination

Work-Integrated Learning Design

- Operationalizes the standards for Quality WIL, including building capacity for faculty and staff to successfully deliver WIL courses and programs via the development and delivery of WIL related professional development resources, workshops and courses for specific audiences
- Learning design and development: works with faculty or industry partners to help design and develop work-integrated learning courses or programs
- Project management: Develops project documents including project timelines with specific milestones for the completion of specific projects, courses or programs that include deliverables for all stakeholders (faculty, industry and community partners, students, developers etc.) and is responsible for the effective functioning of project teams
- Coaches WIL designers and developers as they interpret and produce online course or program content
- Research and evaluation: continually monitors research in teaching and learning, and online learning in particular, to inform/refine evidence-based practices related to course design and delivery
- Consulting & Faculty Development: advises faculty and instructors, employer and community partners and other stakeholders on effective practices in work-integrated learning courses and programs

Thought Leadership

- Contributes to the Centre for WIL's thought leadership in work-integrated learning pedagogy and educational development
- Engages in research and/or makes scholarly contributions within work-integrated learning with a focus on the broader field of the Scholarship of Teaching and Learning (SoTL)
- Participates actively in relevant professional associations and conferences to reinforce and promote Waterloo's leadership position and profile in the pedagogy and practice of work-integrated learning

**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

- Masters in Education, Learning Technology, Distance Education, or related field

Experience

- 5+ years of experience in instructional/learner design and pedagogy, including experience working in Learning Management Systems and other learning technology
- 3+ years of experience in successfully leading large complex projects in technology-enabled education
- 3+ years of experience in a managerial/leadership role in an academic setting

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- Work-integrated learning experience considered an asset
- University-level teaching experience considered an asset

Knowledge/Skills/Abilities

- Demonstrated knowledge of theories and practices used in instructional/learner design and pedagogy, including curriculum development processes and tools, and awareness of emerging issues and areas of focus in the field
- Proven analytical, systems and strategic thinking, project management, and facilitation skills required
- Solid managerial/leadership skills within an academic environment, including proven skill in relationship management and achieving results using a collaborative approach
- Demonstrated success in contributing to change efforts while showing respect for and sensitivity to academic and disciplinary norms
- Demonstrated high level of organization and ability to manage high volumes of activity and change

Nature and Scope

- **Contacts:** The Lead, WIL Designer works closely with various members of the Centre for WIL, and the overall CEE portfolio. This role also has contact with various academic and support unit senior leaders, managers and staff based on projects they are leading (e.g., AVPs, Associate Deans, Quality Assurance Office, Institutional Analysis and Planning, etc). They may also be expected to be members of campus committees, helping to inform decisions that involve work-integrated learning theory and practice. External contacts include educational development, and work-integrated learning leaders and practitioners at post-secondary institutions as well as interactions with our employer and community partners in this space.
- **Level of Responsibility:** The position performs specialized work with minimal supervision, and provides functional guidance and direction to others that may impact planning and strategic direction for CEE as well as decisions that impact the university overall
- **Decision-Making Authority:** Operational decisions within projects; allocation of time and resources within projects; responsible for exercising judgment and making independent decisions that lack precedent or guidelines on projects that are unique in type and scope.
- **Physical and Sensory Demands:** Frequent distractions and competing priorities.
- **Working Environment:** Mostly office based. Frequent projects involving external collaboration which may involve some travel and communication over technology (teams etc. web conferencing etc.).