

Job Description

Job Title:	Senior Manager Work-Integrated Learning (WIL) Curriculum
Department:	Centre for Work-Integrated Learning (Centre for WIL)
Reports To:	Associate Director, Centre for Work-Integrated Learning
Jobs Reporting:	Lead Work-Integrated Learning Designer, Work-Integrated Learning Designers, Work-Integrated Learning Developers
Salary Grade:	USG 13
Effective Date:	November 2022

Primary Purpose

The Centre for Work-Integrated Learning (Centre for WIL) is a part of the Co-op and Experiential Education (CEE) portfolio. 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.

As a member of the Centre for WIL leadership and management teams, this position has three main areas of focus:

1. Responsible for the hiring, work, and performance for the curriculum team of who in turn manage curriculum development projects, provide instructional design and project leadership in Work-Integrated Learning course and program development. This includes responsibility for assigning and coordinating team members work, coaching and professional development, and performance management
2. Determines priorities in line with the strategic direction for management of the Centre's curriculum including establishing and continually improving standards, process, and approaches and ensuring that the multitude of curriculum development projects are completed successfully, on-time, and employ sound design and development practices.
3. Develops and maintains productive, collaborative working relationships with both external and internal stakeholders related to the Centre's curriculum. Using their deep subject-matter expertise they provide overall leadership, and influence of instructional design strategies in the field of Quality Work-Integrated Learning.

Key Accountabilities

Supervision & Coaching

- Lead recruitment of new Curriculum Development team members and manage on-boarding, orientation, and training
- Promote growth in performance through ongoing performance management and reviews
- Assign projects to Work-Integrated Learning Designers with input from Associate Director, Centre for Work-Integrated Learning
- Provide guidance and direction to Work-Integrated Learning Designers as they manage course development and industry projects, optimizing individual team members productivity and ensuring project time is within established parameters
- Ensure that projects are completed successfully each term, using sound design and development practices

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- Ensure high levels of course author and/or industry partner satisfaction with the process; engage with course or program authors (faculty or industry partners) as necessary to help resolve issues that arise
- Keep Associate Director informed of projects and raise any issues that require escalation
- Collaborates regularly with Senior Manager, Work-Integrated Learning Courses, and Senior Manager, Work-Integrated Learning Programs around day-to-day course production operations, ensuring alignment and the effective and efficient project completion
- Discuss other internal issues with appropriate managers in the Centre for WIL

Team & Instructional Design Leadership

- Plan and facilitate Curriculum team meetings
- Create and continuously refine documentation that defines Curriculum team role and responsibilities
- Monitor and actively work to maintain/build team morale and job satisfaction
- Conduct strategic planning with team to help identify Curriculum team priorities in alignment with C-WILs and CEE's overall priorities and the university's strategic plan
- Help set overall research agenda for Curriculum Team based on Centre for WIL, CEE and University priorities, and conduct own research to help shape the practices of the team and inform course and program development strategies
- Ensure Curriculum Team members stay current on literature, research, and innovation in the field
- Plan and initiate learning opportunities for Curriculum team members, course or program authors/instructors, and student leaders (e.g. co-op students), that promote knowledge and skill development, alone or together with Work-Integrated Learning Designers, other staff, and other units
- Conduct research into best practices in production management in the field of Work-Integrated Learning instructional/learner design, learning technology etc.

Department Operations and Strategy

- Represent the Curriculum team at key Centre meetings (e.g. Strategy Meetings, Operations Meetings etc.) and represent or assign appropriate team members on other committees (e.g., PD Committee, Student Supervisory Committee, Wellness Committee etc.) as required
- As part of the Centre for WIL Management and Leadership Teams, participate in and contribute to overall decision-making, including unit strategic planning, allocation of resources, and hiring prioritization
- Advise Associate Director and management team on overall Centre for WIL course and program design, development and support strategies
- Manages relationships with university units with related functions (e.g., CEL – Senior Learning Design Manager, CTE Senior Instructional Designers and Liaisons)
- Support special Centre for WIL projects and initiatives as assigned by the Associate Director, including those involving other university units or external organizations
- Maintain connections with, contribute to, and possibly take leadership roles in related external organizations and professional associations, maintaining Waterloo's status as a leader in the Work Integrated Learning Pedagogy and Practice

**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 <ul style="list-style-type: none">• Masters level degree in education, educational technology, distance education, adult education or a related field
Experience <ul style="list-style-type: none">• 4-5 years of relevant, related experience in the management of teams involved in design, development, and delivery of curriculum in a post-secondary environment• Experience with high-volume resource management and scheduling, and prioritizing competing demands• Success in cultivating relationships with academic faculty, staff and/or industry partners
Knowledge/Skills/Abilities <ul style="list-style-type: none">• Exceptional project management and planning skills, along with knowledge of related software tools• Ability to assess project needs and deploy staff most effectively to meet objectives• Skilled mediator able to resolve internal and external issues and resolve conflict professionally and constructively• Ability to balance/advocate for team needs and overall operational needs and goals of the unit and university• Demonstrated ability to develop and build and maintain positive relationships with project stakeholders and senior administrators• In-depth understanding of professional development, adult and continuing education• Working knowledge of instructional design theory and methodologies, and their application in learning• Working understanding of e-learning tools, including Learning Management Systems (e.g., LEARN), media development tools, collaboration tools, etc., and their application in higher education• Knowledge of the Canadian and international learning and WIL landscape considered an asset

Nature and Scope

- **Contacts:** This role will need to build effective communication channels and trust relationships with other units in CEE, academic units (including faculty members, chairs and deans), external partners (industry, government etc.) as well as staff in other departments and academic support units
- **Level of Responsibility:** Overall responsibility for the Curriculum team. Performs specialized work with minimal supervision, and is responsible for direct supervision of others; management and coaching of OLC staff; directing and monitoring OLC activities
- **Decision-Making Authority:** Performance management; hiring, daily operations; work assignments; deploying staff effectively on projects; dealing with project problems involving faculty and or industry partners; escalated to Associate Director if discussions with project stakeholders' superiors is required
- **Physical and Sensory Demands:** Extended screen time; concentration for planning; extended listening for understanding and resolving issues; Frequent distractions and competing priorities
- **Working Environment:** Mostly office-based, meetings across campus, with some travel.