

Job Description

Job Title:	Work-Integrated Learning Designer
Department:	Centre for Work-Integrated Learning (Centre for WIL)
Reports To:	Senior Manager Work-Integrated Learning (WIL) Curriculum
Jobs Reporting:	None
Salary Grade:	USG 10
Effective Date:	Mar 2023

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 Curriculum Development team, this position has three main areas of focus:

1. Curricular development of WIL courses and programs applying pedagogical and instructional design expertise
2. Project management of course and program revision and (re)development work, effectively managing stakeholder relationships and delivering quality projects on time and in scope
3. Maintaining and disseminating quality WIL and online learning knowledge and best practices in support of evidence-based design and decision-making

Key Accountabilities

Leads the curricular development of WIL courses and programs

- Works with Centre for WIL colleagues, faculty and staff from across the University to update, revise and (re)develop online courses and programs
- Develops course content in collaboration with authors/subject matter experts
- Applies expertise in pedagogy and e-learning to advise authors/subject matter experts on the creation of effective learning outcomes, online teaching strategies, learning activities and tasks, and assessment strategies
- Determines instructor, student and program needs; design constraints; resources limitations, etc., and factor these into the course design
- Determines the development model that corresponds best to varying degrees of author involvement in the course development and instructor involvement in course offer
- Assesses course design against the Centre for Extended Learning's Online Learning Quality Guidelines
- Consults on modifications required in subsequent course and program offers

Manages course and program revision and (re)development projects

- Acts as project manager and primary liaison between the project team and Centre for WIL, and with the authors/subject matter experts and other stakeholders during projects
- Defines, documents, and manages the project scope and deliverables
- Coordinates all necessary project team meetings

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- Develops a project timeline with specific milestones for the completion of the online course that includes deliverables for all team members
- Advises the Centre for Extended Learning production team when they interpret and build the online course content as well as complete the LEARN set-up
- Updates the Senior Manager, Work-Integrated Learning Curriculum and other internal and external stakeholders on project progress, and proactively informs them of issues or potential delays

Maintaining and disseminating WIL and instructional design knowledge and best practices

- Continually monitors research in WIL, teaching and learning, and online learning to inform/refine evidence-based practices related to course design and delivery
- Conducts research on course design; helps design instruments to evaluate course and course elements; reviews results with authors/instructors
- Partners with stakeholders on research projects when appropriate and helps design studies
- Analyzes data received from evaluations and other data sources and make recommendations stakeholders about possible improvements
- Conducts accessibility and usability testing of courses
- Develops learning opportunities for Centre for WIL colleagues and other stakeholders related to related to WIL, teaching and learning, and online learning
- Consults with other departments on campus on issues that directly or indirectly relate to online learning
- Advises authors/subject matter experts/instructors on effective practices in online teaching and learning
- Participates in discussions with peers within the University to share knowledge and gain further understanding of the University learning culture and issues
- Contributes to local and international conferences on teaching and 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

- Degree in instructional design, instructional technology, adult education, or a related field, or an equivalent combination of education and experience

Experience

- Experience applying sound pedagogical design in online learning at the post-secondary level
- Experience providing instructional design guidance to faculty in a mentoring or development role
- Experience managing course development/refinement projects

Knowledge/Skills/Abilities

- Exceptional interpersonal skills including the ability to use tact and diplomacy while interacting with a wide range of campus partners
- Proven strength in collaboration and relationship management
- Demonstrated time management skills and experience maintaining schedules for project deliverables
- In-class and/or online teaching experience an asset
- Understanding of the principles of experiential learning and/or experience with co-operative education an asset

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- Experience with the effective application of a learning management system (LMS) and other eLearning technologies

Nature and Scope

- **Contacts:** Significant internal contacts within WIL Programs and more broadly across Co-operative and Experiential Education and with CEL and faculty. Some external contacts depending on projects.
- **Level of Responsibility:** This position has no direct supervision of others. The position performs specialized work with minimal supervision. Project management responsibility
- **Decision-Making Authority:** Decision making authority with given project, with ability to escalate to management for complex issues.
- **Physical and Sensory Demands:** Minimal physical and sensory demands that are associated with a computer-based office environment.
- **Working Environment:** Office based environment with minimal exposure to disagreeable conditions. WIL Programs is a flex-time unit and occasional weekend, and evening work may be required