
Job Title:	Strategic Initiatives Manager, Student & Faculty Relations
Department:	Co-operative Education, Student and Faculty Relations
Reports To:	Director, Student and Faculty Relations
Jobs Reporting:	Co-op Student roles
Salary Grade:	USG 11
Effective Date:	July 2023

Primary Purpose

The Student and Faculty Relations team provides leadership and expertise as the primary point of connection between Co-operative Education, faculties, and students to ensure co-op program outcomes are achieved and strengthen the student experience. This work is achieved through effective program development, academic integration, and a focus on student thriving. The Strategic Initiatives Manager will have three key areas of responsibility.

- Leads key strategic projects by providing project management and change management expertise
- Operationalizes the department's program assessment, cyclical review and accreditation portfolio
- Manages specific co-op programs

Key Accountabilities

Project management

- With SFR and CEE colleagues, collaborate to develop and implement initiatives that support Academic Integration and co-op student retention at the course, program and faculty level
- Create a project management framework that supports efficient and effective implementation for pilot projects across programs and/or faculties
- Lead and manage key strategic projects through scaled project initiation, planning, execution, assessment and maintenance
- Ensures alignment of outcomes and requirements with CE and SFR strategies, taking into account stakeholder needs (SFR team, Co-operative and Experiential Education colleagues, faculty/program, students, employers)
- Establishes realistic plans that proactively plan for and manage risks, constraints (time, cost, quality), issues, tasks, schedules, communications, quality, benefits, procurement, and delivery of solution(s) throughout the project life cycle
- Support decision making on prioritization of initiatives and projects
- Analyzes, problem solves, and applies conflict resolution skills towards diverse issues
- Manages change and complexity in a dynamic environment to enable informed decision making and ensure stakeholders are ready and enabled to adopt change
- Identifies, manages and removes obstacles and escalates to management, when appropriate
- Monitors and reports progress appropriately to interested and impacted stakeholders
- Ensures appropriate decision making occurs according to timelines and milestones
- Identifies opportunities and participates in the development and implementation of CEE programs and processes that enhance and support access, wellness, and inclusion
- Manages SFR co-op student hiring and supervision

Program Assessment, Cyclical Reviews, and accreditation

Job Description



- Leads and manages the cyclical review process, new program proposals (feasibility studies), and program growth and development
- Manages framework for faculty reporting on a termly and annual basis that meets the needs of CE and the faculties
- Manage accreditation documentation and reports for Co-operative Education and Work Integrated Learning (CEWIL) Canada and other accreditation bodies as required
- Manage on-going projects that cover multiple faculties (e.g., faculty-specific Co-op LEARN sites)
- Review, manage, and maintain key SFR documentation, undergraduate and graduate calendar content and shared co-op and WIL process and program resources for academic/faculty advisors

Manage specific co-op programs

- Serve as the primary 'face' and liaison to specific co-op programs as a conduit for co-op requirements, process and program, and development of strategies in support of academic integration of work integrated learning. Program examples include Conrad School of Business and Entrepreneurship programs such as BETS and e-Co-op, Architecture, select Graduate Co-op programs
- Develop, maintain, and foster an open and transparent relationship with the program and together with the Faculty Relations Manager for the faculty, ensure the success of the co-op program
- With the FRM(s), develop and implement strategic approaches to strengthen integration of work integrated learning academic programs through the co-op program
- Identify and leverage Faculty relationships in support of job and business development strategies to strengthen connections to industry for co-op work experiences
- Ensure the programs have access to clear and accurate information on co-op programs through reports, summaries, and analysis of data
- Engage with the program(s) to ensure contributions as appropriate to the development of new, or amendment of existing policies, strategies, programs, and operational discussions/decisions

**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

- University undergraduate degree

Experience

- Minimum 5 years of related experience, preferably working in academic settings and/or Work-Integrated Learning.
- Demonstrated experience with project planning, stakeholder engagement, metrics tracking and outcome analysis in complex initiatives in a multi-stakeholder environment
- Demonstrated skills leading in a collaborative team context, including providing functional guidance and direction to team members
- Minimum of 2-3 years project management experience (e.g., implementing strategic plans, small and mid-sized team-based projects) and a willingness to complete the PMP certification

Knowledge/Skills/Abilities

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- Strengths in relationship building, interpretation of data, process analysis, communication, presentations, collaborative teamwork, and knowledge of academic programming will all be required for this role
- Proven experience in project management, business analytics and core digital skills essential to the workplace
- Demonstrated continuous improvement mindset with a strength to work effectively with others, as both a team player and a team leader
- Strong written and verbal communication skills including presentation skills
- Demonstrated ability to manage and align stakeholders and their input on issues
- Familiarity with academic programs and pedagogy as it relates to Co-operative Education and Work-Integrated Learning
- A record of and commitment to participating in ongoing learning and engagement in the areas of equity, diversity, inclusion, anti-racism, and accessibility
- Ability to work independently or in a team setting, with diverse individuals

Nature and Scope

- **Contacts:** Internal: The Strategic Initiatives Manager (SIM) collaborates with Student and Faculty Relations (SFR) team members as well as Co-operative and Experiential Education (CEE) colleagues, faculty/program partners and UW colleagues to leverage expertise and access to implement key strategic initiatives related to academic integration, co-op student retention, and program assessment. A key relationship will be with the Faculty Relations Managers and CEE colleagues (e.g., Project and Process Management team) to ensure that pilot-project initiatives supporting academic integration of WIL (e.g., FRTF) are adapted to meet the needs of multiple programs and faculties, communicated clearly to stakeholders, and barriers addressed. The SIM exchanges information with administrative personnel at the program level as it relates academic and program advising and co-op degree requirements
- **Level of Responsibility:** The SIM is responsible for achieving success for their assigned projects by: Building effective, collaborative relationships with the sponsor, stakeholders, consultants, and project team members; Managing a project throughout its life cycle, including developing the project team(s) and preparing stakeholders for the change; Using appropriately scaled project management methodologies, processes, and tools; Adapting to client needs while still ensuring the project is managed appropriately based on size and complexity. For assigned co-op programs, the SIM is responsible for managing relationships with the program, providing timely and accurate information and data on co-op process and outcomes, identifying program-specific requirements (e.g., job information, additional workshops/resources), and supporting academic and co-op advisors as required.
- **Decision-Making Authority:** Accountable and responsible for decisions related to best practices and project management processes for assigned projects, coordinating, and assigning work within assigned projects, and facilitating project decisions throughout the project life cycle to achieve successful project deliverable(s). Accountable and responsible for the escalation of any issues, risks, or concerns regarding assigned projects that are beyond the authority of the Project Manager to project governance, sponsors, and/or Senior Leadership. Accountable for presenting recommendations to be considered for escalated decision-making. The SIM collaborates with the relevant Faculty Relations Manager to make program or plan decisions regarding policy, practice, design.
- **Physical and Sensory Demands:** This role requires exertion of physical or sensory effort resulting in slight fatigue, strain, or risk of injury.
- **Working Environment:** Minimal exposure to disagreeable conditions typical of a senior position. Exposed to stress and pressure associated with a dynamic environment of changing priorities, tight

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deadlines, and competing priorities impacting multiple stakeholders. Given the nature of projects, hours outside of the normal working hours may sometimes be expected. This position will be in contact with a wide variety of internal and external people at all levels of responsibility and must maintain excellent relationships. The SIM will have meetings over technology enabled platforms, across campus, as well as occasional travel for professional development, networking purposes, and external collaboration purposes.