Manager, Program Development

The University of Guelph is committed to equity in its policies, practices, and programs, supports diversity in its teaching, learning and work environments, and ensures that applications for members of underrepresented groups are seriously considered under its employment equity policy. All qualified individuals who would contribute to the further diversification of our University community are encouraged to apply.

Forbes Ranks U of G Among Canada's Top Employers [1]

Professional and Managerial Group

Manager, Program Development

Open Learning and Educational Support

Hiring #: 2016-0258

Please read the Application Instructions [2] before applying.

Open Learning and Educational Support is an integral part of the University of Guelph’s learner-centred and research-intensive mission. As leaders in education, we create innovative and relevant educational opportunities that meet the learning needs of a local and international audience. We are guided by learner-centered principles that are reflected in our diverse programs and rich learning experiences for traditional and lifelong learners. We intentionally integrate pedagogy with technology in the design, development and delivery of our educational programs. Through research and collaboration, we engage in scholarship to advance the teaching and learning mandate of the University.

Open Learning and Educational Support is seeking a Manager, Program Development (MPD) to initiate the development and implementation of a portfolio of programs. More specifically, the successful candidate will understand the environment, learning styles, pedagogical needs and industry/discipline context to develop non-degree academic programs; understand and apply best practices in adult education to establish needs assessment strategies, learning objectives and assessment tools and techniques; collaborate with faculty and industry/community representatives, individually and as part of committees to develop and implement professional development programs that realize planned educational and financial goals; recruit, hire and negotiate teaching contracts with faculty and other subject specialists; develop and implement program business plans that are supportive of a cost recovery mandate and provide a return on investment for stakeholders; develop and manage strategic marketing plans, work with internal and external service providers contributing to the effective delivery of programs and undertake other duties as required.

Requirements of the position include: Master’s degree in a related field and several years of related experience, or an equivalent combination of education and experience. Expertise in adult education program development and delivery, online learning, assessment tools and techniques, marketing, budgeting, financial management; meeting facilitation and presentation skills, written and oral communication; grant and proposal writing; organizational, project management, time management and interpersonal skills; computer, internet and related software skills, as well as an ability to work well under pressure and to work effectively as part of a team. The ideal candidate will have experience in a client-centered business environment at a decision making level and be able to take a leadership role in program development and implementation.

Position Number    025-007
Classification         P05
Manager, Program Development

Professional/Managerial Salary Bands [3]

Posting Date: 2016 07 13
Closing Date: 2016 07 27

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[2] https://www.uoguelph.ca/hr/careers-guelph/how-apply