Manager, Academic Programs

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, Academic Programs

College of Biological Science Dean's Office

Temporary full-time from October 2016 to September 2018

Hiring #: 2016-0377

Please read the Application Instructions [2] before applying

The position of Manager, Academic Programs provides support to the Associate Dean, Academic, and Dean on matters related to undergraduate programs delivered by the College and thereby enhance the impact on student outcomes and the reputation of the College. The successful incumbent will enhance undergraduate program quality by assisting with collection of data and preparation of materials for the Institutional Quality Assurance Process (IQAP) and providing oversight and assistance with curriculum and course change proposals for the B.Sc. Program Committee. He/she will support learning outcomes assessment by developing and maintaining student/graduate tracking systems, expanding and managing course and program databases, conducting periodic curriculum mapping including collection and analysis of course outlines and other learning outcome data and ensure that benchmarks are achieved. He/she will explore experiential learning and research opportunities for CBS undergraduate students and support the development of feasible opportunities into curricula. The incumbent will supervise staff and administer the college award systems.

Requirements of the Position include: An undergraduate degree in biological science or related field (Masters preferred), along with a minimum of three years’ experience, or an equivalent combination of education and experience. Other requirements include; a thorough knowledge of academic programming and pedagogy and how those aspects affect student success and the achievement of learning outcomes; proven strategic planning capabilities, excellent organizational, conceptualization and inter-personal skills as well as demonstrating strong analytical skills with a high degree of accuracy demonstrated excellent oral and written communication skills, along with skills in prioritization, and problem solving; the ability to work under pressure with time-sensitive and competing deadlines, and work well independently and proactively; and demonstrated excellent computer skills including a high level of competence in Microsoft Office and database systems.

Classification P05*

Professional/Managerial Salary Bands [3]

*Tentative evaluation.

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