Coordinator, Experiential Learning Programs

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Professional and Managerial Group

Coordinator, Experiential Learning Programs

Student Life, Student Affairs

Temporary full-time from January 2, 2018 to April 30, 2019

Temporary absence of the regular incumbent

Hiring #: 2017-0608

Please read the Application Instructions [1] before applying

The Coordinator, Experiential Learning Programs oversees interdisciplinary experiential and community-engaged learning programs designed to maximize learning, promote civic engagement, and contribute toward the retention, persistence and employability of University of Guelph students. Reporting to the Manager, Community Engagement and Global Citizenship, the Coordinator oversees the design, implementation, and management of co-curricular learning programs that engage students in the application of formal learning in real-world contexts; in gaining the knowledge, skills and attitudes associated with global citizenship; and in developing core competencies that are critical to employment in the 21st century.

As the Coordinator of Canada’s largest and most successful Peer Helper Program, the incumbent oversees the design and implementation of meaningful experiential education placements for approximately 300 Peer Helpers, in over 30 programs/units/departments across the University of Guelph campus. The Coordinator develops and delivers an outcomes-based training curriculum with two primary goals: supporting Peer Helpers in a) developing the core competencies necessary to optimize their learning and development, and b) facilitating the engagement and retention of undergraduate students – particularly those at greatest risk of attrition, providing counsel in identifying their learning goals and providing support in challenging situations. As the primary instructor of UNIV 1250, 1260, 2250, 2260 - the foundation for the education of Peers - the Coordinator provides counsel, guidance and liaises closely with Peer Helper supervisors and Peers to ensure that learning outcomes are optimized, and supports supervisors with interview, selection and training processes and coaches supervisors and Peers in situations of potential conflict.

The Coordinator also provides leadership in advancing the experiential learning dimension of the interdisciplinary Certificate in Civic Engagement and Global Citizenship, with a particular focus on designing, implementing and overseeing the process for students' approval and completion of their associated engagement opportunity hours, providing resources to connect students’ learning outcomes to available and meaningful engagement opportunities, and facilitating the process for students’ completion of certificate requirements through Gryphlife.

The Coordinator oversees marketing and recruitment activities to recruit a diverse pool of candidates for each program; fosters and maintains partnerships with a broad range of stakeholders including: staff and faculty across campus; program counsellors, CSAHS, CESI, community partners and organizations, student organizations, and Student Life colleagues. The Coordinator: develops complementary resources, in collaboration with other stakeholders, to improve students’ learning experience and to support supervisors and community partners in their mentorship roles; conducts regular assessment to gauge program success and to ascertain the extent to which learning outcomes have been achieved; chairs committees to help with the growth and improvement of the programs, including the Certificate Engagement Opportunity Assessment committee, and the Peer
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Helper Program Review committee, as well as sitting on assigned committees within Student Life and the broader University community; and offers advisement and support to University colleagues regarding the development of interdisciplinary co-curricular learning programs. The Coordinator also supervises the Peer Helpers, overseeing the recruitment, selection, training and ongoing support for Peer Helpers, student staff and volunteers associated with programs in their portfolio.

Requirements of this position include: Undergraduate Degree in Education, Experiential Education, Social Work, Psychology, Sociology, Child and Youth Development, or equivalent, and several years related experience, or an equivalent combination of education and experience. Expertise in learning theory, assessment practices and curriculum design in higher education, student transition and retention, and student development theory. Masters in Adult Education, Higher Education or Social Work is preferred. Additional requirements include: excellent teaching, presenting and writing skills in a university setting, and in academic learning issues including collaborative and experiential learning; the ability to assess needs and to research, design, implement and evaluate educational and training/development programs and curricula; excellent interpersonal, counselling and communication skills; and highly developed skills in administration, organisation, time/project management, diplomacy, and problem solving.

Covering Position Number 530-014
Classification P03
Professional/Managerial Salary Bands [2]

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

At the University of Guelph, fostering a culture of inclusion [3] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Posting Date: 2017 11 24
Closing Date: 2017 12 04

Source URL: https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/coordinator-experiential-learning-programs

Links
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