Manager, Program Development

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Professional and Managerial Group

Manager, Program Development

Open Learning and Educational Support

Hiring #: 2019-0162

Please read the Application Instructions [1] 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 provide leadership in the development and implementation of a portfolio of programs. The successful candidate will demonstrate expertise in adult education program development and delivery; understand the environment, learning styles, pedagogical needs and industry/discipline context to develop non-degree academic programs; apply best practices in adult education to establish needs assessment strategies, learning outcomes and assessment tools and techniques; identify and analyze data to make informed decisions on new trends, markets and new program opportunities; actively engage in research on pedagogical approaches and digital technologies to inform curriculum development and course design; build relationships with faculty and industry/community representatives; recruit, mentor and coach instructors; develop and implement program business plans; contribute to the development and implementation of strategic marketing plans; work with internal and external service providers contributing to the effective delivery of programs; design and implement formative and summative evaluation techniques and contribute to special projects as required.

The Manager, Program Development will have a Master’s degree in a related field and several years of related experience, or an equivalent combination of education and experience. The Manager 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, implementation and evaluation. The successful candidate will be creative, innovative and enthusiastic and possess skills in adult learning principles, practices and programming; digital pedagogies; program design and evaluation; stakeholder relationship building and engagement; marketing, budgeting, and financial management; meeting facilitation and presentation; written and oral communication; grant and proposal writing; organizational, project, and time management; data analysis and decision-making; negotiation; ability to work independently as well as part of a team; and thrive in a fast-paced environment.

Position Number         056-025
Classification               P05

Professional/Managerial Salary Bands [2]

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.
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