Manager, Outreach

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Professional and Managerial Group

Manager, Outreach

Dean’s Office, College of Engineering and Physical Sciences

Temporary full-time from May 2019 to April 2021

Hiring #: 2019-0215

Please read the Application Instructions [1] before applying

The College of Engineering and Physical Sciences (CEPS) uniquely combines Chemistry, Computer Science, Engineering, Mathematics & Statistics and Physics to enable innovative and collaborative teaching, learning and research focused on solving the world’s big problems through teamwork and interdisciplinary scholarship. With over 3,300 undergraduate and 475 graduate students, approximate 150 faculty, and annual research funding in excess of $17M per year, CEPS is positioned to be a significant part of the University of Guelph’s path forward.

Reporting to the Associate Dean, External Relations, the Manager, Outreach is primarily responsible for managing all facets of outreaching programming in the College. This includes the development, coordination and delivery of programs (examples include Creative Encounters with Science, GoEngGirl, GoCodeGirl, Science Olympics) aimed at elementary and secondary school audiences (Grades K to 12) that are imperative in helping the College attract high quality students in the future and enhances its profile as a leader in research and academic excellence.

The successful candidate will ensure the safe and effective operations of outreach programs, including: developing new programs; planning and administering the budget; attracting sponsors including grants; and delivering programming. Given, the wide range of programming across the College, the incumbent will work with various staff, faculty, and students to ensure all outreach efforts are effectively managed.

This role will be integral to developing strategic and operational planning of outreach activities for the College including helping to shape the future direction of Creative Encounters with Science. More specific responsibilities include: planning outreach offerings; providing reporting as required to sponsors; identifying and applying for financial support from various funding agencies; developing a clear communications plan for outreach; providing direct oversight of the student director for Creative Encounters with Science; developing key performance indicators and tracking the success of program activities.

Requirements of the position include: an undergraduate degree in science, engineering or a related field plus up to 3 years of related work experience, or an equivalent combination of education and experience. Additional training in education or in business/management is preferred. Experience with the development and delivery of STEM based programs and/or experience with camp programming for youth would be an asset. A demonstrated ability to work with diverse groups and audiences in a youth education role would be highly valued. The ideal candidate will have the following skills and competencies: proven track record of producing results in high pressure situations and under tight timelines; strong relationship management skills and the ability to foster teamwork and collaboration; the ability to act professionally and ethically; the capacity to solve problems with sound judgment; strong organizational skills and planning skills; and a high degree of initiative and independence. In addition, the incumbent is expected to have recent first aid training and must have a valid Province of Ontario Class G driver’s license. In addition, satisfactory criminal records check (‘CPIC’) and vulnerable sectoring screening check are mandatory.

Classification P03

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.

Posting Date: 2019 04 15
Closing Date: 2019 04 30

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