Manager, CARE-AI

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Professional and Managerial Group

Manager, CARE-AI

Dean’s Office, College of Engineering and Physical Sciences

Hiring #: 2019-0233

Please read the Application Instructions [1] before applying

The mission of the newly created Centre for Advancing Responsible and Ethical Artificial Intelligence (CARE-AI) is to advance multidisciplinary training, research and the responsible application of AI to foster economic growth and improve life. CARE-AI is unique as it integrates ethics, governance and social responsibility with technical leadership. CARE-AI is being led by the College of Engineering and Physical Sciences (CEPS) but its membership will include faculty from all Colleges on campus, working in one or more of the three core pillars: AI methodologies; AI applications; and AI responsibility. At the heart of the Toronto-Waterloo technology corridor, the University of Guelph is situated to attract and partner with leading AI researchers and companies.

Reporting to the Dean, CEPS and the Academic Director, CARE-AI, the Manager, CARE-AI is central to advancing the Centre’s impact and influence. Their primary objective is to build a collaborative partner network that attracts private and public sector funding for the Centre’s research initiatives and activities. As the Centre’s first manager, you have an exciting opportunity to build the foundation and chart the path for CARE-AI towards fulfilling its mission and vision.

Key responsibilities include:

- Business leadership including crafting a sustainable business plan which is aligned to the Centre’s mission and vision as well as that of the College and University.
- Working with key on campus stakeholders to generate funding for the Centre, through contracts, sponsorships, and donations.
- Advising CARE-AI researchers and their partners about which advancements to market and which to proceed with intellectual property (IP) protection on.
- Ensuring proper reporting and management of agreements including any cost and revenue sharing.
- Overseeing the day to day operations of the centre including the budget and supervision of administrative staff.
- Organizing and administering the Centre’s annual pilot project seedling funding competition.
- Leading CARE-AI’s knowledge activities including seminar series, networking and partner’s events.
- Creating and spearheading new initiatives that further CARE-AI’s aspirational goals and mission.
- Assisting the Academic Director in forming the Centre’s Advisory Panel, which is critical to ensuring accountability and maximizing the impact of CARE-AI.
- Supporting the development of new AI-related academic programming in coordination with others in the College and University.
- Fostering industry and government partnerships by strategically targeting external relationships, collaboration and partnerships to enhance research funding, contracts and internship opportunities for CARE-AI faculty and students.
- Keeping the Centre’s membership informed about potential collaboration and business opportunities.
- Screening and directing requests such as media interviews, invited talks, panels, summer schools and outreach activities appropriately amongst the Centre’s membership.
- Actively pursuing new national and international partnerships.
- Coordinating and participating in communication initiatives and events to increase the Centre’s profile.
Providing input, advice and support to the development of marketing and communications strategies for CARE-AI.

Qualifications:

- An undergraduate degree in a technical field such as computer science, computer engineering, software engineering or a related field, plus a minimum of three years of related work experience or an equivalent combination of education and experience.
- A master’s degree in business administration would be considered a major asset.
- A strong understanding and working knowledge of AI fundamentals and the current ethical issues related to AI.
- An existing professional network within the AI community.
- Demonstrated leadership and the ability to foster teamwork and collaboration.
- A Strategic thinker and planner committed to innovation and creative problem solving.
- Excellent organizational and time management skills.
- Results-oriented and committed to a high standard of service.
- Excellent oral communication, networking, and interpersonal skills.
- Strong writing skills with experience in developing proposals and plans.

Position Number         290-001
Classification               P04*

*Tentative evaluation; subject to committee review.

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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