Training, Education and Inclusion Officer

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Professional and Managerial Group

Training, Education and Inclusion Officer

Diversity and Human Rights

Hiring #: 2019-0653

Please read the Application Instructions [1] before applying

The Office of Diversity and Human Rights (DHR) requires an experienced professional to develop initiatives that expand inclusion and DHR’s presence on the University of Guelph’s campus and reach an increasingly diverse community. These initiatives will include the development, support and execution of the University’s education efforts relating to diversity, human rights, equity, and inclusion. In collaboration with senior University leadership, the Officer develops, implements, and manages the delivery of customized training and educational outreach programs for students, faculty, staff, and visitors designed to promote cultural understanding, competency, equity and inclusion while meeting the University’s goals of fostering connected communities, as well as its legislated responsibilities.

The Officer will be responsible for the development, implementation and delivery of strategic training initiatives and activities to create and maintain an inclusive and accessible environment on campus. They will collaborate with key stakeholders, to understand learning needs, recommend solutions and implement appropriate delivery systems. The Officer will assess the various needs and lead key learning programs and projects for DHR while promoting a culture of inclusion, learning and engagement across the University. In collaboration with key University stakeholders they will develop content for publications, online modules, websites, courses, social media and event communications. The Officer will develop and foster relationships with multiple stakeholders including faculty, students and student groups, managers, DHR team members, external vendors and University of Guelph unions and employee groups.

In order to be successful in this role, the Incumbent is required to have:

- A Master’s Degree in sociology, social anthropology, public administration, human resource management or another related field coupled with a minimum of least 5 years of progressive experience working in a cultural engagement, equity and inclusion function.
- They must have a high cultural competency and the ability to train others to become more culturally competent. Possess the necessary strategic thinking, planning and implementation skills as well as significant practical teaching, coaching, mentoring experience.
- The incumbent will have substantial knowledge of and practical experience working with differentiated instruction frameworks for adult learners as well as expertise in curriculum/course/lesson plan design.
- The Officer must be able to effectively communicate with individuals who may be distressed or emotionally distraught, or who may face other challenges and have the ability to collaborate amongst diverse groups.
- A strong aptitude in written and verbal and non-verbal communication is essential to this role as well as an understanding of research methodologies and critical thinking.
- Intermediate to advanced level MS word, Excel and PowerPoint is also required

Position Number         373-008
Classification               P05*

Professional/Managerial Salary Bands  [2]
*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.

Posting Date: 2019 11 19
Closing Date: 2019 12 03

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