Associate Director Co-operative Education and Work-Integrated Learning

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Professional and Managerial Group

Associate Director Co-operative Education and Work-Integrated Learning

Experiential Learning

Hiring #: 2020-0025

Please read the Application Instructions [1] before applying

At the University of Guelph, our students benefit greatly from engaging directly in industries and communities where they can apply their learning in real-world contexts, develop essential employability skills, and gain a deeper understanding of the complex issues faced by employers and community organizations today.

The Co-operative Education and Work-Integrated Learning team is located in the Experiential Learning Hub; a critical department of the Student Affairs division that formally integrates a student’s academic studies with work experience, including a participating employer/industry partner. Reporting to the Director, Experiential Learning, the Associate Director of Co-operative Education (Co-op) and Work-Integrated Learning (WIL) is a key senior leader in the Experiential Learning Hub.

The Associate Director has a goal to increase the number of students participating in Co-op and WIL. This position will support the growing number of Co-op/WIL programs and students choosing a Co-op/WIL stream of their program. The incumbent will be key in developing new forms of WIL that are suitable for academic programs. The Associate Director will work closely with Deans and Associate Deans from all Colleges to ensure that the Co-op and WIL needs of the Colleges and their students are being met. The Associate Director collaborates with and is the first point of contact for the ORS leadership team to ensure efficient processes are managed for all aspects of Co-op/WIL enrolment management. The incumbent supports admission and capacity target reviews and sits on the WIL Appeals Committees. The incumbent ensures an assessment plan is in place for all Co-op/WIL programming with a continuous improvement process in place to ensure that the University of Guelph is consistently offering quality Co-op and WIL programming.

Requirements of the position include:

- Masters degree in a related field and several years of relevant experience in developing, delivering and managing quality post-secondary Co-op and or WIL programs
- Sound knowledge of organizational leadership and management in post-secondary institutions
- Experience with meeting compliance requirements (e.g. the national co-operative education and work-integrated learning (CEWIL) accreditation guidelines)
- Deep working knowledge of student development theory, pedagogy of EL and accessibility issues relevant to career development and transition to the workplace
- Experience in developing assessment plans and continuous improvement processes
- Excellent interpersonal and communication skills, including marketing, account development and management skills, public speaking and public relations
- Strong knowledge of experiential learning theories, research and applications in an academic setting; career counseling; work-integrated learning; risk management; community-engaged learning and labour market analysis

Position Number 114-033
Classification P08*

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: 2020 01 22
Closing Date: 2020 02 05

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