Project Manager, Curriculum System Implementation

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Professional and Managerial Group

Project Manager, Curriculum System Implementation

Office of Quality Assurance
Office of the Associate Vice-President, Academic

Temporary full-time from November 15, 2021 to November 21, 2022

Hiring #: 2021-0560

Please read the Application Instructions [1] before applying

The Project Manager, Curriculum System Implementation brings a forward-thinking approach to process improvement, project management and systems expertise to optimize the University of Guelph’s efficiency, effectiveness and service delivery of curriculum management systems. Reporting to the Manager, Curriculum and Academic Quality Assurance, the Project Manager will provide leadership and project management support for the implementation of new curriculum, syllabi and academic calendar management systems. In this role, they will support cross-functional quality assurance, curriculum and academic calendar initiatives and provide process improvement to drive efficiencies and align with strategic priorities. The Project Manager will develop and maintain an in-depth knowledge and understanding of University’ academic quality assurance processes and is responsible to lead the appropriate and on-going review and modification to workflows, processes and systems as demands and requirements change.

As a key contact to the implementation team, including senior and managerial staff of the Office of Quality Assurance (OQA), the University’s Office of Registrarial Services (ORS), the Office of Graduate and Postdoctoral Studies (OGPS), the Office of Teaching and Learning (OTL) and Computing and Communications Services (CCS), the Project Manager works in partnership with each of these units. In this capacity, the Project Manager is a key position within teams that are client-focused and committed to providing high quality service and expert advice on curriculum, quality assurance and academic calendar management. The incumbent works closely with campus stakeholders (faculty, staff and students) to: gather requirements; define, document and refine academic quality assurance, academic audit and external accreditation processes and procedures; and use data insights, process knowledge and critical thinking to identify and validate successful implementation and system improvement opportunities. The incumbent leads the implementation of the curriculum and syllabi management systems simultaneously and supports the integration of both systems with the recently implemented academic calendar management system. The Project Manager is responsible for supporting project plans, schedules, and deliverables including supporting change management strategies as well as developing any required training in partnership with CCS and the preferred external vendor.

To be considered for this role, candidates should have:

- Undergraduate Degree in Education, Governance, Curriculum, Administration, Business, Computer Science plus 3-5 years of related experience, or an equivalent combination of education and experience; Master’s Degree would be considered an asset;
- Experience managing academic and/or curriculum planning within a large, complex higher education institution;
- Strong process analysis and development experience;
- Proficiency in Microsoft Office as well as database and project management software;
- Strong and effective leadership of projects with demonstrated ability to establish priorities and deliver strategic and tactical objectives;
- Strategic thinking with proven analytical/problem solving skills;
- Accuracy and attention to detail;
- Excellent written and oral communication skills;
- Strong customer service focus and solution orientation;
- Ability to read and understand legislation and collective agreements;
- Ability to work well under pressure, meet established deadlines and manage often conflicting priorities;
- Ability to handle matters requiring high level of diplomacy, sensitivity and confidentiality;
- Demonstrated ability to work with faculty, staff, senior academic and administrative leaders;
- High degree of accountability, flexibility and mature adaptability;
- Knowledge of University of Guelph curriculum, quality assurance, Senate, SIS and registrarial business processes, policies and procedures;
- Experience designing and delivering workshops or training sessions, including the development of relevant support materials;
- Knowledge and understanding of University policies, provincial Quality Assurance procedures, faculty collective agreements, and other related legislation is considered a strong asset.

This appointment is regularly performed on-campus but will be initially fulfilled remotely (off-campus) until the University resumes its regular operations.

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.

Posting Date: 2021 10 18
Closing Date: 2021 11 08 (extended)


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