Food Education Manager & Academic Advisor

School of Hospitality, Food and Tourism Management

Temporary full-time from January 4, 2022 to April 30, 2023
Temporary absence of the regular incumbent
Hiring #: 2021-0689

Please read the Application Instructions [1] before applying

Reporting to the director of the School of Hospitality, Food & Tourism Management (HFTM) the Food Education Manager & Academic Advisor’s responsibilities include teaching the HFTM food course (i.e. HTM*2700) to HTM and Applied Human Nutrition (AHN) students in the Fall and Winter Semesters. This includes preparation and delivery of three hours of lecture each week, preparation and grading of midterms, final exam, lab report evaluation components. As well, supervising the function / coordination of the lab sections associated with the course and some of the lab sections. Meeting with students, preparing the Course Pack, supervise the Masters of Applied Nutrition Lab Coordinator/Intern. Manage the budget associated with student fees, supplies and repairs to the Anita Stewart Memorial Food lab. Ensuring Food Lab space meets provincial regulated health & safety standards. Accountable for developing and reviewing course material to meet changing demands in Foodservice industry.

The incumbent will provide academic advising services for the HTM and SPMT majors within the Bachelor of Commerce (BComm) program. The responsibilities include: providing guidance and recommendations about the academic requirements of the BComm HTM, SPMT majors, SPMT minor and related programs. Providing information to students regarding regulations and procedures affecting their academic progress; course selection and planning; advising faculty and HFTM director on policies and procedures; referring students to other campus services as necessary and communicating with other advisors and program counsellors regarding issues related to HFTM undergraduate programs and courses. The incumbent will support the following HFTM Committees: SPMT admissions, awards, strategic enrollment and curriculum.

In addition, the Food Education Manager & Academic Advisor will participate on various academic committees, be responsible for coordinating and submitting course calendar changes and coordinating course selection activities on a semester basis. In addition, the incumbent will participate in new student orientation activities each semester as well as participate in student recruitment initiatives. Liaise with various internal and external groups within the hospitality, sport and tourism industry on behalf of HFTM.

To be considered for this role, candidates should have:

- Master’s degree in Business, Food Science or Hospitality along with a few years of related experience. An equivalent combination of education and experience may be considered.
- Serving Safe Food Certification (or food safety knowledge for the prevention of food borne illness and requirement necessary to meet Health Inspection Standards)
- In-depth knowledge of the chemical composition of foods and their components, the physical and chemical properties of food and the role of food ingredients in the preparation of foods
- Demonstrated excellence in academic advising and developing and maintaining relationships with various organizations and professional bodies relevant for HFTM’s programs
- Strong understanding of University of Guelph policies and procedures particularly with respect to the HFTM majors in the BComm program; familiarity with on-campus service units and their functions
- Ability to work independently and to be proactive as part of a team
- Ability to work in a fast-paced environment and under pressure during periodic stressful periods each
semester (eg beginning of semester, course selection and final exams)

- A high level of diplomacy and tact when working with and communicating with students, staff, faculty and parents.
- Skills in prioritization, problem solving and decision making.
- Exceptional organizational and interpersonal skills
- Proficiency with Microsoft Office Suite is required and familiarity with Collague and Courselink would be considered an asset.

(Covering) Position Number  185-042  
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 12 09  
Closing Date: 2021 12 21 (extended)


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Links
[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply
[4] https://www.uoguelph.ca/hr/page-category/current-opportunity