Manager, Program Development

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Manager, Program Development

Open Learning and Educational Support

Hiring #: 2022-0560

Please read the Application Instructions [1] before applying

Open Learning and Educational Support is an integral part of the University of Guelph’s learner-centred and research-intensive mission. As leaders in education, we create innovative and relevant educational opportunities that meet the learning needs of a local and international audience. We are guided by learner-centered principles that are reflected in our diverse programs and rich learning experiences for traditional and lifelong learners. We intentionally integrate pedagogy with technology in the design, development and delivery of our educational programs. Through research and collaboration, we engage in scholarship to advance the teaching and learning mandate of the University.

Open Learning and Educational Support is seeking a Manager, Program Development (MPD) to provide leadership in the development and implementation of a portfolio of programs.

Responsibilities include:

New Program Development

The Manager, Program Development brings knowledge and expertise in adult education, curriculum design and program development to develop professional development programs/courses that extend the expertise of the University to the global community and align with labour market demands.

The successful candidate will be able to:

- Stay apprised of labour market trends and identify and analyze data from a variety of sources to make informed recommendations on new program opportunities and new markets
- Develop proposals that make a business case for new program opportunities
- Employ a range of needs assessment strategies with a variety of stakeholders, including target audiences and industry, in the development of new programs to ensure alignment with market needs
- Identify, convene and lead program advisory committees for new program developments
- Develop an understanding of the environment, learning styles, pedagogical needs and industry context of a variety of disciplines to develop a broad range of non-degree academic programs
- Demonstrate expertise in adult education program development and delivery
- Employ strategies in curriculum design and development, including constructive alignment, development of effective learning outcomes and assessment techniques and tools, while applying best practices in adult education
- Actively engage in research on pedagogical approaches and digital technologies to inform curriculum development and course design
- Build and maintain effective relationships with a variety of stakeholders including University faculty, industry partners and community members
- Work cross-functionally with other departmental units to lead the development and implementation of new courses and programs from inception to launch
Develop program budgets and enrolment projections

Business Management

The Manager, Program Development provides leadership in the delivery of a portfolio of professional development programs.

The successful candidate will be able to:

- Develop and implement comprehensive program business plans that provide a return on investment for stakeholders
- Contribute to the development and implementation of strategic marketing plans and identify areas of market growth within their portfolio of programs
- Work with internal and external service providers, including the learner services, program logistics, quality assurance, and marketing teams, to ensure the effective delivery of programs
- Recruit and mentor instructors to ensure excellence in program/course delivery and alignment with adult learning principles
- Design and implement formative and summative evaluations and recommend program/course changes to support continuous improvement
- Maintain effective relationships with program partners and other internal and external stakeholders
- Contribute to special projects as required

Education and Skills

The Manager, Program Development will have a Master’s degree in a related field and several years of related experience, or an equivalent combination of education and experience.

The Manager will have experience in a client-centered business environment at a decision-making level and be able to take a leadership role in program development, implementation and evaluation.

The successful candidate will thrive in a fast-paced environment and demonstrate the ability to work independently as well as part of a team. They will be creative, innovative and enthusiastic, and possess skills in:

- adult learning principles, practices and programming
- curriculum design and development; digital pedagogies
- program design and evaluation
- stakeholder relationship building and engagement
- budgeting, and financial management
- meeting facilitation and presentation
- written and oral communication
- grant and proposal writing
- organizational, project, and time management
- data analysis and decision-making
- negotiation
- ability to work independently as well as part of a team

Position Number 056-025
Classification P05

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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