



Algoma University is committed to undoing systemic and institutional discrimination and being publicly transparent and accountable. Diversity, equity, and inclusion are fundamental to our Special Mission. In keeping with the Seven Grandfather teachings that are the core values that inform our decisions as an institution, we are committed to creating a welcoming, inclusive, respectful, and safe environment where everyone belongs. We live these values through the strength and richness that diversity brings to our workforce and welcome contributors from equity-deserving groups including: Indigenous Peoples, Black and racialized persons, women, Persons with Disabilities, 2 Spirit, Lesbian, Gay, Bisexual, Transgender, and Queer persons.

Job Title:	Director, Career & Experiential Education Administration
Position Status:	Permanent, Full time Non-Union
Department:	Experiential Learning & Career Education
Supervision Received:	Vice-President, Academic & Research
Supervision Exercised:	Manager, Career Education & Employability Manager, Experiential Education & Industry Partnerships
Location:	Brampton or Sault Ste Marie, Ontario
Number of Positions:	1

PRIMARY FUNCTIONS:

A. Strategic Leadership & Vision	35%
B. Operational Effectiveness	35%
C. Community Engagement & Business Development	20%
D. Other Duties	10%
TOTAL	100%

Reporting to the Vice-President, Academic and Research, the Director, Career & Experiential Education provides visionary, strategic and operational leadership for experiential education and career education functions at Algoma University. The primary objective of experiential learning and career education is to formally integrate students' academic studies with work



experience, often in partnership with employers and/or community partners. The portfolio includes leadership and oversight for co-operative education, work-integrated learning (WIL), the Co-Curricular Record, and career education. The incumbent will lead the expansion of quality experiential learning and career education opportunities into the student experience at all Algoma University campuses and facilities, and support the success of graduates in transitioning from university education to the workforce.

RESPONSIBILITIES:

A. Strategic Leadership & Vision (35%)

- Develop a Strategic Plan for Experiential Learning (EL) and career education.
- Ensure Experience Learning (EL) and Work Integrated Learning (WIL) programming and services meet the needs of Algoma University students.
- Lead the strategic development and delivery of services that meet the current and emerging needs of the student, industry, faculty, and community population.
- Oversee the strategic growth of co-curricular learning programs, collaboratively establishing curriculum and objectives with staff and Faculty, ensuring results are effectively tracked and reported.
- Develop departmental KPIs, benchmarks and metrics.
- Develop systems for tracking, monitoring, and reporting key metrics and benchmarks.
- Work with faculty to integrate high-quality experiential learning and career education into the academic experience.
- Leverage institutional resources and existing programs to achieve EL outcomes.
- Establish, execute, and oversee multi-year divisional strategic and operational plans.
- Oversee the strategic programming with students, industry, faculty, alumni, and the community.
- Research best practices and emerging trends in the domains of career & experiential education and investigate the University's capacity to adopt and operationalize.
- Oversee and/or participate in strategic University initiatives and special projects, representing and advocating for the student/industry/community partner voice/perspective assigned by VPAR.
- Serve as Chair or member of various Committees or Task Forces as they pertain to career education and experiential learning.
- Develop policies and practices, and ensure compliance, for placements, internships, co-op, and other experiential learning opportunities.
- Provide leadership to the department and oversee a team of managers.
- Facilitate the effective training of staff and ensure accurate resourcing across teams.
- Meet regularly with staff to gather and share information and to ensure the team is meeting divisional objectives.



- Ensure principles of equity, diversity, and inclusion are upheld across all CCEE and administrative staff.
- Communicate the division's vision and expectations to new staff at all levels.
- Manage communication processes for EL activities.
- Develop and manage timelines, deadlines, reports, and budgets for the department overall and for externally-funded projects.

B. Operational Effectiveness (35%)

- Develop and implement unit operational and administrative guidelines, procedures, and protocols to ensure compliance with university policies and procedures in areas including but not limited to human resources, expense and risk management, academic policies, and the Student Handbook.
- Review and refine division policies and guidelines, ensuring consistency with university policies and practices, where applicable.
- Develop an annual divisional budget, including forecasting and allocation of student fees, fees for services, and special event payments.
- Oversee and allocate departmental budget.
- Ensure the efficient and effective delivery of operational plans and services with a view towards stewardship of assets and mitigation of risk to both the division and the University.
- Monitor and meet Canadian Association for Co-operative Education and Work-Integrated Learning (CEWIL) accreditation requirements for co-op programs.
- Oversee the management of EL initiatives to ensure a positive impact on the student experience.
- Lead the development and management systems to learn about professional goals of students.
- Manage the implementation of methods to track and reward co-curricular participation.
- Design systems to evaluate the impact of EL initiatives on the student experience.
- Prepare reports, analysis, and facilitate presentations for various audiences.
- Advise Vice-President, Academic & Research on relevant escalations and matters.
- Build capacity in co-op, career, and experiential learning programs.
- Collaborate with Faculties and divisions to meet interested parties' needs.
- Oversee the development and implementation of co-op and career education orientation programs, working in conjunction with other divisions as appropriate, to assist in transitioning incoming students to the community and experiential learning programs.
- Support the strategic operations and execution of Orbis platform, the online career & experiential portal to showcase campus-wide co-curricular and curricular activities and opportunities.
- Oversee leadership and career development and training programs for students (i.e.,



- InStage, Devant, Career Assessment tools etc.).
- Lead ad hoc projects based on emerging Future of Work trends, needs, or requirements.
 - Work with Faculties to accommodate enrollment targets and curriculum development across the campus and.
 - Provide co-op, career, and experiential education services that meet the current and emerging needs of the University community, including employers, students, alumni, and faculty.
 - Partner with Faculties and divisions to identify economies of scale and to share resources and best practices in co-op, career, and experiential education.

C. Community Engagement & Business Development (20%)

- Develop and nurture community partnerships to create experiential learning opportunities.
- Identify, pursue, and secure external sources of revenue to support experiential learning initiatives.
- Act as formal liaison for the institution with external and internal parties.
- Identify, cultivate, and maintain relationships with community partners.
- Monitor and evaluate community relationships, including formal performance assessments.
- Maintain strong professional relationships with colleagues; provide regular updates on divisional activities; collaborate on and align initiatives related to student engagement and experiential learning to benefit students and other stakeholders.
- Drive value and revenue-generating opportunities to the University by developing a strategy to optimize programming, fundraising, sponsorship, and philanthropic opportunities, cultivating relationships, and identifying prospects and opportunities.
- Collaborate with Alumni and Development to develop a strategic plan to drive alumni donations to vital strategic priorities.
- Collaborate widely within the University to find synergies and efficiencies in operating with on-campus units, Faculties, and Divisions.
- Identify opportunities that deliver value and are in line with the University's strategic objectives with community partners.
- Drive value and revenue-generating opportunities to the University.
- Collaborate widely within the University to find synergies and efficiencies.
- Lead initiatives and projects across Algoma and the communities they serve as it pertains to employment and experiential education as required.

D. Other Duties (10%)



- Other Duties as assigned

MINIMUM QUALIFICATIONS

- Masters Degree in Education, Business or a related field and a minimum of eight (8) years of related administrative experience in post-secondary education with preference given to experience in a comparable position with responsibilities leading a complex, high profile programs or an equivalent combination of education and experience required.
- Excellent knowledge of student development theory and the ability to work with faculty on curriculum design and pedagogy as it pertains to experiential learning.
- Excellent knowledge of partnership development and intercultural learning.
- Extensive working knowledge and understanding of specialized components and current research and best practices related to Experiential Learning and Work Integrated Learning.
- Experience working within a complex, unionized environment.
- Demonstrated accomplished leader with entrepreneurial and innovative skills with a proven ability to adapt programming to meet the needs of non-traditional and international students and to work cohesively with a wide range of constituents and partners.
- Experience leading and managing the development of budgets, new systems processes and initiatives.
- Excellent time management, organizational and problem-solving skills required.
- Excellent interpersonal skills to deal with the myriad of individuals and organizations.
- Strong skills in cross-cultural communication and collaboration.
- Strong skills in strategic planning and project management.
- Ability to lead complex initiatives with multiple stakeholders.
- Ability to negotiate with internal and external partners.
- Ability to maintain privileged and confidential information.
- Proficient in the use of computer applications.
- Ability to maintain privileged and confidential information.

Salary Scale: **\$118,576 to \$148,219 annually.**

To apply for this position please submit a resume and cover letter [HERE](#) no later than 4:00 p.m. on August 8, 2024.



Algoma University is strongly committed to fostering diversity and inclusivity within our community and is an equal-opportunity employer. The university invites and encourages applications from all qualified individuals who would contribute to the further diversification of our Institution, including equity-deserving groups that are traditionally underrepresented in employment (Indigenous peoples, racialized persons, women, persons with disabilities, and 2SLGBTQQIPA+ persons).

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, upon request, accommodation will be provided by Algoma University throughout the recruitment, selection, and/or assessment process to applicants with disabilities.