

Class No.:	Administration
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## SENIOR MANAGER, WORK INTEGRATED LEARNING

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### **NATURE AND SCOPE OF WORK**

The Senior Manager, Work Integrated Learning (WIL) is accountable for leading the operations, ongoing development and expansion as resources allow for curricular WIL activities, ensuring appropriate approaches, rigor, and relationships for high quality experiences for students, faculty, partners, and collaborators. WIL is integral to the University's goal to provide a distinct and transformative university (student) experience aligned with university and academic strategic directions.

This role is responsible for developing and maintaining productive, mutual working relationships with both external and internal collaborators related to the WIL as well as related systems, processes, procedures, and accountabilities for quality experiences. Using their deep subject-matter expertise, they provide overall leadership and management of curricular WIL, fostering a coordinated approach to deepen how WIL is embedded in curriculum at the course, program, and university levels.

The Senior Manager will be an experienced leader, a strong collaborator, and a passionate supporter of WIL and its contribution to the student experience and career development. They will focus on the engagement and benefits of WIL for students, contributing in positive ways to a vibrant university community grounded in equity and inclusion.

### **ILLUSTRATIVE EXAMPLES OF DUTIES**

#### **Planning**

- Determine priorities to further and contribute to the strategic direction of university plans for management of WIL, establishing and continually improving standards, process, and approaches and ensuring that the multitude of WIL curriculum development projects are completed successfully, on-time, and employ sound design and development practices.
- Undertake and oversee a coordinated approach for existing and new WIL partnerships (e.g., industry, municipalities, non-profits, etc.) as defined by

Association for Co-operative Education and Work-Integrated Learning (ACE- WIL) BC/Yukon.

- Stay current with trends and research, developing legislation and industry best practices to assess alignment of curricular WIL
- Lead related committees, including coordinating meetings and enacting action plans, ensuring plans align with university goals and are implemented.
- Manage relationships with various collaborators for both operations and governance guaranteeing a wide range of expertise is engaged and opportunities are realized to ensure strategic priorities are met.

### Partnerships

- Source and expand opportunities and linkages that would advance WIL to contribute to the University's academic and strategic initiatives.
- Scope and create recommendations for appropriate course of action for potential partnerships.
- Consult with faculty, deans, and other academic leaders to promote and ensure the quality of curricular WIL activities by providing advice on benefits, models, practices, benchmarking, and research.
- Actively promote WIL focusing on intercultural exchange and support new ways of working and continuous improvement to provide a high quality, professional, consistent, and cohesive service.
- Partner with academic units and a range of organizations to initiate learning opportunities for WIL staff, faculty, and students that promote knowledge and skill development, alone or together with WIL partners, other staff, and other units.

### Operations

- As part of the WIL Hub Leadership Team, participate in and contribute to overall decision-making, including unit planning, allocation of resources, supervision, and applicable hiring, including student employees.
- Oversee WIL projects and initiatives as prioritized by academic leaders, including those involving other university units or external organizations (including other post-secondaries).
- Supervises and provides leadership to WIL staff by modeling key behaviors/strategies, encouraging dialogue, meets target dates and ensures alignment of effort for productive outcomes. Monitors and assesses performance of direct reports.
- Fosters an environment of collaboration and a strong service excellence culture. Inspires, motivates, and guides team members by fostering commitment, team spirit and trust.

- Under the direction of the senior academic leader, develops and implements an annual operating plan and budget.
- Collaborates with faculty, deans, and other senior administrators contributing to the Faculty integrated planning process.
- Identifies WIL research opportunities and in collaboration with internal or external partners helps inform university WIL pedagogy and practice; shares information internally through reporting lines.
- Represents CapU externally with WIL activity as requested.
- Sources and seeks external funding in collaboration with faculty, programs, or Faculties to advance WIL activity and initiatives at the university including grant or proposal writing.
- Develops and implements systems for records, accountabilities, and reporting, including internal and external communications (in collaboration with other university units as applicable).

### **REQUIRED KNOWLEDGE, ABILITIES AND SKILLS**

- Experience in people leadership, development, engagement, and management, with the demonstrated skills to coach, motivate, inspire, and mobilize groups to create a positive culture and deliver quality outcomes.
- Exceptional project management and planning skills, along with knowledge of related software tools.
- Demonstrated ability to identify strategic approaches and generate and implement operational plans to meet strategic outcomes.
- Demonstrated high level of organizational, time and workload management skills, including the ability to prioritize to meet deadlines.
- Demonstrated high level of proficiency to innovate and utilize systems and technologies to enhance student, faculty, and staff experiences and in the production of high-level work using software such as Microsoft Office, ORBIS and specified University software programs.

### **REQUIRED TRAINING AND EXPERIENCE**

- Relevant Master's degree (e.g., Education, MBA).
- Three years of experience in post-secondary with work integrated learning experience, employer / community relations, leadership, or administration.
- Post-secondary teaching experience.
- Demonstrated ability to build and maintain a range of relationships at various levels and across diverse areas and with external partners/collaborators.
- Proven abilities to build and maintain effective working relationships and effectively lead and direct others' work in a collegial setting.
- Proven exceptional communication, interpersonal, presentation, and organizational skills.
- A learning mindset.

- Possession of a valid driver's license and access to a vehicle. Inter-campus travel is required.