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| Class No.      | JC100145                        |
| Original Date: | January 26, 2018                |
| Date Revised   | May 5, 2021<br>January 28, 2022 |
| Pay Group:     | 22                              |

## **JOB DESCRIPTION - ACADEMIC INITIATIVES LIAISON**

### **Nature and Scope of Work**

This position supports the review of academic programs and helps to ensure that the quality and academic level of the programs are aligned to the credential being sought, and meet the criteria established by the appropriate approval bodies. This may include reviewing the requirements and policies appropriate accreditation bodies, Senate, the Board of Governors and the Ministry. This involves working with varying levels of university personnel to achieve results across the University for program planning and review development. This position is expected to participate in performance improvement strategies related to successful outcomes and conclusion of program review, program development, and other academic projects and initiatives. The Academic Initiatives Liaison position reports to the Director, Academic Initiatives and Planning and takes direction from management roles associated with the unit.

### **Illustrative Examples of Duties**

- Provides advice and guidance to departments on Capilano University program development and review policies and procedures to ensure they are fully understood.
- Provides planning and support to various departments to ensure quality program proposals are submitted by the agreed deadlines within the review and approval process.
- Supports appropriate research and analysis in support of program development and review.
- Identifies issues, challenges, and possible solutions to ensure all programs have relevant and accurate information to complete proposals and works with Director or program areas to implement solutions.
- Documents and informs the internal community, the ministry and accreditation representatives of up-to-date and current information on program development and review with the approval of the Director.
- Plans, monitors and tracks program implementation across the university. Proactively identifies risks and trends.
- Completes the project close activities including assessment and archiving records for historical reference and continuous improvement.
- Collaborates with the Academic Initiatives and Planning team and other campus partners to design, develop and maintain systems and procedures that adhere to standards, goals and objectives.
- Develops methods for collecting information to support university objectives in high quality programs and processes.
- Identifies areas requiring training and guidance and works with Director in administration of all proposals.
- Monitors and reviews changes to criteria in the university, the ministry, and accreditation bodies to ensure policies, procedures, and proposals are compliant.
- Recommends opportunities for continuous improvement and efficiency within the Academic

- Initiatives and Planning team in the collation of information.
- As directed, may attend committees as a resource, including but not limited to Senate, Senate Subcommittees, Board and Board Subcommittees.
- May be required to take training and act in the capacity of a floor warden as part of the University's Emergency Preparedness Plan (Fire, WHIMIS, Earthquake).

#### **Required Knowledge, Abilities, and Skills**

- Ability to understand the context of issues in order to exercise initiative and judgment regarding action required.
- Ability to act with cross-cultural sensitivity.
- Ability to work with minimal supervision.
- Ability to be flexible and quickly adapt to changing needs and processes.
- Ability to plan, organize, and carry out activities with tight timelines.
- Ability to establish effective working relationships with all levels of clients and management.
- Ability to anticipate and meet deadlines.
- Ability to collaborate, influence and work with cross-functional teams.
- Ability to communicate in a clear, concise manner in both oral and written form.
- Ability to maintain confidentiality and to exercise tact, diplomacy, discretion and sensitivity when dealing with other employees, students, alumni, multi-cultural groups, and the general public.
- Ability to establish and maintain strong relationships with internal and external stakeholders.
- Knowledge of web posting software.
- Sound research and analytical skills.
- Thorough knowledge of University and relevant Senate Board policy, procedures, and functions.
- Thorough knowledge of word processing, spreadsheet, and database application.

#### **Required Training and Experience**

- A bachelor's degree is required.
- Two or more year's recent experience is required in a similar role within a post-secondary environment.