



Class No.:	
Original Date:	May 13, 2020
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Pay Group:	24

CLASSIFICATION SPECIFICATION

Work-Integrated Learning (WIL) Project Liaison

NATURE AND SCOPE OF WORK

Reporting to the work-integrated learning (WIL) senior manager, the WIL Project Liaison is a dynamic, organized, and independent individual who assists in the development and implementation of work integrated learning projects. The successful candidate contributes to the support and expansion of campus-based work-integrated learning opportunities and resources in collaboration with the university faculty.

Duties include identifying and establishing potential WIL opportunities with campus- and community-based partners (e.g., industry, municipalities, non-profits, etc.) as defined by ACE-WIL BC/Yukon; liaising with faculty to determine individual academic unit and/or programs of study's WIL requirements; and maintaining a WIL database.

ILLUSTRATIVE EXAMPLE OF DUTIES

- Works with faculty, employers, campus partners, and community partners to identify the types of work-integrated learning opportunities required by individual academic units in support of course and program of study requirements (e.g., Cap Core Experiential requirement for all baccalaureate degrees).
- Identifies potential community partners (e.g., industries/sectors, municipalities, community organizations, etc.) for the delivery of work-integrated learning opportunities.
- Establishes and maintains an inventory (i.e., searchable database) of work-integrated learning opportunities and contacts.
- Works in a team to implement and manage special projects, developing and monitoring project and event budgets.
- Host, facilitate and co-present class visits, site visits and dialogues between students, faculty, and other stakeholders.
- Curate and oversee digital or in-person WIL engagement events.
- Drafts findings and requirements of WIL opportunities for review; creates materials and reports for review and to be shared with internal and external partners.
- Designs and recommends an effective work-integrated learning matching process to ensure community partners and academic units can work effectively together to ensure the long-term delivery of mutually beneficial work-integrated learning opportunities.

- Represents the objectives of the CapU WIL team and attends networking events on and off-campus. Initiates meetings with prospective work-integrated learning partners to generate new opportunities for students and faculty with credit-bearing courses.
- Serves as an ambassador for WIL Co-Lab on and off-campus, supporting campus courses and project opportunities and logistics.
- Represents the objectives for the WIL projects as established by the WIL senior manager and networks with chambers of commerce, professional associations, employers and non-profits for the purposes of expanding and enhancing work-integrated learning opportunities.
- Performs duties related to the qualifications and requirements of the position.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Experience with creating reports and presentations for internal and external audiences.
- Proven ability to independently manage complex projects.
- Proven ability to liaise with employers, municipalities, and community partners to identify opportunities for incorporation into courses and/or programs across the University as a whole.
- High comfort level facilitating communications and activities for large groups and stakeholders with various needs and priorities.
- Ability to create the resource materials required to support those connections.
- Ability to work with and support the diverse needs of highly varied programs across the University's Faculties delivering courses and programs.
- Ability to write clearly and communicate ideas in a variety of formats.
- Excellent project management and organizational skills.
- Ability to work both independently and as part of a team.
- Ability to act with independence of judgement and limited supervision.
- Ability to work occasional evenings and weekends and attend events and/or meetings throughout the assigned region.
- Capacity to creatively solve problems.
- Demonstrated ability to work with various word processing, database, web posting and spreadsheet applications.

REQUIRED TRAINING AND EXPERIENCE

- Bachelor's degree in a field relevant to work-integrated learning and curriculum development such as business, communications, or education.
- Three years of experience in related fields, experience must include working with experiential education, career development, and/or work-integrated learning.
- Experience building and developing relationships with employers and community partners.
- Experience in a wide-range of community outreach, development, and engagement work; experience in work-integrated learning development an asset.

REQUIRED CERTIFICATES, LICENCES AND REGISTRATIONS

- A valid Class 5 driver's license and ability to travel throughout the assigned region.