Executive Director, Cooperative Education, Experiential Learning, and Careers

Tracking Code: req577

Faculty/Department: Office of the Deputy Provost

Number of Positions: 1

Appointment Type: Full-Time Continuing,

Hours of Work: 35 hours per week

Salary Range: Level 13M - Annual Hiring Salary, $137,854, with annual step progression in accordance with the Salary Grid.

Posting Date: May 3, 2023

Closing Date: Open until a suitable candidate is found.

Job Summary

Ontario Tech is an experiential-learning intensive university that provides students a rich array of work-integrated learning and career development opportunities (including cooperative education, internship, work-study, practicum, and community service), equipping them to lead in a complex and evolving job market.

Reporting to the Provost and working closely with Faculty Deans, the Partnership Office, and other support units, this position is responsible for the establishment of a new CEELC Hub at Ontario Tech University, as well as the ongoing leadership of an integrated and coordinated model for co-operative education/experiential/work-integrated learning activities across the university. The position is also responsible for establishing university-wide processes that aim to embed these types of learning opportunities across all programs.

The position will include establishing university-wide processes, practices, and policies to support the development and delivery of comprehensive programs and services for the CEELC Hub, which will enable all students to enhance their learning and identify and realize their educational and career goals in an equitable and inclusive environment.

The portfolio includes oversight of cooperative education, experiential learning (both curricular and co-curricular) and career development, and ensures that career development is an integral part of the student experience. The incumbent will demonstrate a deep commitment to building strong relationships and partnerships both within the institution and externally with employers and the community.

Responsibilities/Accountabilities

Strategic Leadership

- Develop a Cooperative Education, Experiential Learning, and Career Development strategic plan aligned with the Integrated Academic-Research Plan and CEWIL, in consultation with senior leadership, to guide program and service development and internal/external partnerships.
• Spearhead the development and continuous evolution of an agreed upon and common nomenclature for cooperative education/experiential learning/work-integrated learning opportunities across the university.

• Monitor changes and developments in the cooperative education and work-integrated/experiential learning environment provincially, nationally and globally to ensure Ontario Tech’s offerings are current and innovative. Provide centralized oversight of human resources residing in multiple Faculties across two campus locations.

• Chair or participate in University Committees and meetings to spearhead the CEELC Hub’s mission, vision and goals.

**ELC Hub Development**

• Establish a Cooperative Education, Experiential Learning, and Career Development centralized hub for distributed curricular and co-curricular experiential learning support to Faculties, comprehensive career development services, and employer/community partner engagement.

• Ensure an adequate number of employers/employment opportunities are provided across academic programs, in multiple sectors locally, nationally and globally, with particular focus on emerging sectors. Create and implement an employer development strategy to generate co-op/EL opportunities and co-curricular part-time/full-time jobs.

• Plan and organize cross-channel events such as guest speaker evenings and networking events.

• Create, deliver and promote comprehensive career-ready education programs, volunteerism programming, and a framework to integrate co-curricular experiential learning into the Student Experience Record.

• Build partnerships with Faculties to assess the feasibility of career development programming in the curriculum, potentially through new cooperative education/experiential learning/work-integrated learning programs.

• Lead the updating/development of processes and procedures to support CEELC at the University. Collaborate with key units/individuals on campus (AVP Planning & Strategy, Legal Counsel/Risk Management), Faculties to establish common processes related to governance, risk and safety of CEELC activities.

**Operational and Financial Management**

• Provide direct supervision to a team of leaders and staff in a unionized environment, conduct performance reviews, hire and evaluate new staff as required, while fostering a positive, diverse and inclusive work atmosphere.
• Ensure successful delivery of the entire range of CEELC programs and services through efficient business processes, in keeping with the university’s commitment to EDI, Indigenization and decolonization goals.
• Assume overall administrative accountability for the Orbis Outcome technology platform in the context of a shared access model with other units.
• Develop a sustainable business model for the CEELC Hub that delivers excellent service to students and support to Faculty partners.
• Manage the CEELC Hub’s operational budget and program expenses and monitor the adequacy of current financial models.
• Review and recommend adjustments to the CEELC fee structures.

Communications, Marketing and Assessment

• Orchestrate the CEELC Hub’s institutional and external visibility/outreach strategy in conjunction with key on campus departments, including Faculties, Communications and Marketing, Partnership Office, and Student Life.
• Develop a communication plan to highlight and promote cooperative education/experiential/work-integrated learning for use in university recruitment material and communications.
• Refine or develop formal employer, partner and alumni engagement events relevant to experiential learning and career development.
• Identify quality standards for experiential/work-integrated learning and develop processes to increase adoption of best practices on an ongoing basis.
• Lead a rigorous assessment process involving quantitative and qualitative measures to inform continuous improvement initiatives and planning for the CEELC Hub.
• Identify standards for cooperative education/experiential learning/work integrated learning and develop processes to increase adoption of quality assurance processes and continuous quality improvement.

Required Skills

• Demonstrated experience in a leadership role, including the ability to lead a team of individuals to build programs and execute a strategic plan.
• Demonstrated understanding of co-op and experiential education, student development approaches and postsecondary education policy, as they pertain to cooperative education, work-integrated learning and career development.
• Ability lead by example and value differing perspectives and backgrounds in a diverse work environment.
• Knowledge of emerging trends and best practices in experiential and work-integrated learning and career education and development.
• Knowledge of accessible and equitable program development, marketing and strategic communications (including digital media campaigns), delivery and evaluation/assessment.
• Comprehensive understanding of university/public sector governance, policies, procedures, and culture.
• Strategic planning skills and the ability to conceptualize and propose creative and innovative initiatives for improving ELCC opportunities and partnerships.
• Ability to provide inclusive and strategic leadership, set a vision, collaborate and build teams in a complex environment.
• Personal values centred on honesty, integrity, trust and equity that are reflected in attitudes and behaviors in the role; tact and acuity in contentious settings.
• Ability to be solutions-focused and to approach issues from different perspectives, with an understanding of interests of stakeholders involved to prepare balanced options for consideration.
• Demonstrated autonomy in performing responsibilities that align with direction and strategy emerging from consultation.
• Strong presentation, verbal and written communication skills with the ability to articulate complex ideas in easy-to-understand terms to all levels of management, including senior leaders.
• Ability to effectively manage multiple competing priorities with high attention to detail.
• Capable leader in change management processes, the adoption of which yield increased organizational benefits.
• Bias for action and achievement of results, operating in a fast-paced, constantly changing environment.

Required Education and Experience
• Graduate degree in a relevant field plus specialized training in cooperative education, experiential education, and work integrated learning, and career development; or equivalent combination of education and years of experience.
• Minimum of 10-15 years of professional/senior leadership experience in the field of student services, co-op/experiential education or career development with program, policy and partnership development.
• Experience developing strategic plans, resource models and reports.
• Experience conducting risk assessments, trends analyses and service delivery reviews.
• Minimum of five years of people management experience within a unionized environment.

How to Apply:
Interested candidates should submit in electronic format a covering letter and their resume. Applications will be accepted until Open until a suitable candidate is found. We appreciate all applications received; however, only those candidates selected for an interview will be contacted.
Ontario Tech University is an equal opportunity employer and welcomes applications from all qualified candidates, while especially encouraging applications from women, members of visible minorities, Indigenous peoples, persons with disabilities, and persons of any sexual orientation, gender identity, and gender expression. All qualified candidates are encouraged to apply; however, Canadian citizens, permanent residents and Indigenous Peoples in Canada will be given priority.

Ontario Tech University respects people’s different needs and therefore will take all reasonable steps to ensure accommodation for applicants where appropriate. The University is also committed to ensuring that confidentiality is maintained throughout all aspects of the recruitment cycle.

If you require accommodation, please contact Julie Day, Health and Disability Management Specialist. For more information about the universities policies for accommodating employees with disabilities please review the university’s Accessibility Policy.

The university acknowledges the lands and people of the Mississaugas of Scugog Island First Nation which is covered under the Williams Treaties. We are situated on the Traditional Territory of the Mississaugas, a branch of the greater Anishinaabeg Nation which includes Algonquin, Ojibway, Odawa and Pottawatomi.

Job Location: Oshawa, Ontario, Canada

Expected Start Date: 6/15/2023

Link to external application: