



Executive Director, Co-operative Education Program + Career Services

University of Victoria

uvic.ca

Posting Date

May 2025

Location

Vancouver Island, BC

Salary Range (CAD)

\$142,000-\$177,000

Applications

info@hwest.ca

Organizational Profile

The University of Victoria (UVic) acknowledges and respects the Ləkʷəŋən (Songhees and Xʷsepsəm/Esquimalt) Peoples on whose territory the university stands, and the Ləkʷəŋən and W̱SÁNEĆ People whose historical relationships with the land continue to this day. UVic recognizes the importance of an inclusive and collegial culture in cultivating an extraordinary academic environment. As part of its commitment to fostering respect and reconciliation, UVic is working to implement transformative programs to provide a welcoming, inclusive campus environment for all, and include the entire university community in Indigenous-engaged learning and equity focused initiatives, to promote mutual understanding and respect. UVic continues to be recognized as one of Canada’s top diversity employers.

UVic is widely known to be an experiential learning institution, and the Co-operative Education Program + Career Services (Co-op and Career Services) spans across the University. The division strives to enrich UVic’s community with dynamic learning, by helping students to achieve meaningful, successful careers after graduation. Co-op and Career Services guides and supports students as they develop competencies—knowledge, skills and attributes—leading to successful and rewarding careers.

About the Role

Reporting to the Associate Vice-President Academic Programs, the Executive Director, Co-operative Education Program and Career Services (Executive Director) provides strategic leadership in work-integrated, experiential, community engaged learning, and career services at UVic. The Executive Director plays a crucial role in advancing the university’s strengths in co-operative education, ensuring alignment with institutional recruitment and enrolment management, retention, and student success goals. This position involves developing employer and community partnerships, enhancing program participation, and supporting Indigenous and international collaboration, and contributes to UVic’s position as a leader in work-integrated learning.

This is an incredible opportunity for a dynamic and visionary professional to lead and shape the future of the Co-op Program, Career Services, and Community-Engaged Learning Program at UVic. The next Executive Director will be an advocate for the division and an innovative leader with a passion for work-integrated learning, student success, and strategic collaboration. The successful candidate will bring a strong ability to navigate complex environments, foster meaningful partnerships, and drive continuous improvement in co-op and career education. The ideal candidate will have a graduate degree with ten (10) years’ experience in a leadership role in work-integrated learning, career services, or a related field.

The anticipated salary range for this position is \$142,000-\$177,000 (salary is determined through knowledge, esperience and internal equity). The position has a salary range ceiling of \$204,000 through annual performance increases and is supplemented with a comprehensive total compensation and benefits package, including a pension plan.

Contact Details

Should you be interested in learning more about this unique opportunity with the University of Victoria, please contact Harbour West Consulting at 604-998-4032 or forward your resume, a letter of introduction and the names and contact information for three references, in confidence, to info@hwest.ca.

Diversity, Equity, Inclusion + Accessibility: Harbour West Consulting believes that equity, diversity, inclusion and accessibility are essential for the organizations we serve to achieve organizational goals they strive for. We believe that everyone - no matter their gender, racialized identity, ethnicity, sexual orientation, age, ability, religion, political beliefs, family status, socioeconomic status, citizenship status, or Indigenous status - should have equitable access to jobs and opportunities. We strive to ensure the recruitment process unfolds in a fair, transparent, timely and open manner to include individuals previously underrepresented or discouraged from participating.

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Applications

Letter of introduction and resume via email to us at info@hwest.ca