EXECUTIVE DIRECTOR, CO-OPERATIVE EDUCATION PROGRAM AND CAREER SERVICES

OVERVIEW

The Executive Director is responsible for the leadership of the Co-operative Education Program and Career Services. The Executive Director builds on UVic’s strengths in work-integrated learning and works collaboratively with campus leaders to deliver degree programs for co-op and work term students and career education for the broader student community. The Executive Director represents UVic in the development of strategic partnerships with employers and community leaders.

Reporting to the Associate Vice-President Academic Planning, the Executive Director will:

1. Build on UVic’s historic strength and strong reputation in the area of co-operative education and career services;
2. Contribute to the university’s recruitment, retention and student success goal through programs and services in the Co-operative Education Program and Career Services;
3. Address the recruitment challenges facing the Co-operative Education Program and Career Services;
4. Develop strategies and initiatives that will attract the best employers and students;
5. Increase participation and engage campus leaders and faculty in the development of cutting edge Co-operative Education and Career Services programming; and
6. Collaborate with academic and administrative leaders on international, Indigenous and community partnership development.

SPECIFIC REQUIREMENTS

Leadership

1. Provides strategic, innovative, inclusive and ethical leadership to the Co-operative Education Program and Career Services;
2. Leads the planning and development of curriculum for the Co-operative Education Program and Career Services;
3. Leads and oversees the organizational structure, advancing and updating roles and staffing to address innovation and demand;
4. Anticipates changes in the internal and external environments (e.g., workforce strength, economic conditions, competition from other institutions, and program changes to academic units), and works in partnership to foster opportunities;
5. Works collaboratively with campus leaders to ensure UVic’s position as a leader in academic program-based work-integrated learning;
6. Initiates, maintains and enhances opportunities for and increasing rates of participation in the Co-operative Education Program and Career Services in all academic units and for all students, including Indigenous students, international students, graduate students, and students with disabilities to support UVic’s Strategic Framework;
7. Represents UVic on provincial, national, and international boards and organizations;
8. Collaborates on research projects involving external parties;
9. Interacts with senior representatives from other universities, government leaders, and Canadian and international delegations, and senior level contacts and employers; and
10. Represents the area as part of the senior leadership team, including membership on Deans’ Council and Senate committees.

Financial and Resource Management
1. Provides strategic direction for the Co-operative Education Program and Career Services budget, including determination of administrative, academic and budgetary priorities within the Co-operative Education Program and Career Services in consultation with Co-operative Education Program and Career Services Managers, and with special attention to the possibilities of cross-program co-operation, transparency and accountability for financial resources, and
2. Allocates physical resources assigned to the Co-operative Education Program and Career Services.

Work-Integrated Learning and Career Services
1. Oversight of work-integrated learning within the context of the Co-operative Education Program and Career Services and in alignment with UVic’s experiential learning mandate and vision;
2. Works collaboratively with leadership in the Division of Learning and Teaching Support and Innovation and the Division of Student Affairs to support the student experience and in alignment with the Strategic Enrolment Management Plan;
3. Initiates and maintains collaborative relationships to support programming for co-op and work experience students and career services education for all students;
4. Oversight of quality assurance of student placements, ensures that evaluation of programs is regular and robust, and that the outcomes are reported to appropriate University officers and bodies to ensure accountability, quality of programming and evidence-based evaluation;
5. Knowledgeable of the role of work-integrated learning at the graduate level;
6. Effective leadership in the development of a strong employer pool;
7. Contributes and fosters original scholarship and research in work-integrated learning; and
8. Leads professional staff in their development to advance the field of work-integrated learning, mobilize research, and build on UVic’s reputation in quality.

Human Relations
1. Champions equity, diversity and inclusion;
2. Initiates and maintains positive working relationships between students, campus leaders, the Division of Learning and Teaching Support and Innovation, unit personnel, and employers to foster best practices and effective operations;
3. Ensures a comprehensive and quality performance development staff-support structure system is in place;
4. Leads in a unionized environment and assists in the resolution of academic concerns, student appeals, grievances and disciplinary problems involving members of the Cooperative Education Program and Career Services to ensure that fairness and proper procedures are followed;
5. Builds effective relationships, promotes and advocates for the Co-operative Education Program and Career Services to a broad spectrum of constituents, including senior administration, faculty members, students, community leaders, government leaders, educational, Indigenous communities, and other key institutions across the country and internationally; and
6. Successful interactions require high levels of tact, diplomacy, cultural sensitivity, awareness of relevant issues and excellent communication skills.

QUALIFICATIONS

1. Graduate degree required;
2. 10 years’ experience in a leadership role in work-integrated learning;
3. An experienced leader with a combination of experience and education in work-integrated learning, co-op education, and career services, bringing proven planning, marketing, networking and communication skills both within an academic setting and in the external community;
4. A creative and strategic thinker with experience delegating and supporting others in their roles, resolving conflicts, consulting, and communicating decisions;
5. A proven track record of fostering positive relationships at all levels to achieve the goals of both the stakeholder and the university;
6. Strong financial acumen, with experience planning, setting and monitoring budgets and allocating resources;
7. Experienced in working with Indigenous communities and students;
8. Experienced in working with international networks, collaborators, and students;
9. Experienced in working with and engaging employers, government, and community leaders;
10. Experienced in student recruitment issues (e.g., development and implementation of enrolment plans, student retention, financial aid);
11. Experienced in staff recruitment, development and support within an environment comprising unionized employees;
12. Adept in managing change; and
13. Thrives in a campus culture that values collaboration and consultation.
KEY COMPETENCIES

1. Building equitable, diverse and inclusive relationships
2. Creativity and Innovation
3. Commitment to Quality
4. Change Management
5. Strategic Focus
6. Problem Solving and Decision Making
7. Personal effectiveness, insight and impact
8. Results oriented
9. Communication and Teamwork
10. Excellent communication skills
11. Intercultural competency