

## Job Description

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<b>Job Title:</b>	Executive Director
<b>Department:</b>	Co-operative Education
<b>Reports To:</b>	Associate Provost (AP), Co-operative and Experiential Education (CEE)
<b>Jobs Reporting:</b>	Director, Employment Relations; Dir. Student and Faculty Rel'ns & Intern'l Employment; Dir. Communications and Mktg; Asst Director, Co-op Services (new)
<b>Salary Grade:</b>	USG 19
<b>Effective Date:</b>	March 1 2017

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### Primary Purpose

The Executive Director (ED), Co-operative Education (Co-op) is accountable for the effective management of the University's co-operative education program, ensuring that co-op employment targets are reached or exceeded, that support to students, employers and university colleagues results in excellent experiences with UW, and that co-operative education principles and practices are well-understood and adopted by the university community and participating employers. The ED ensures that co-op practice and process are continuously improved from the conceptual framework level to practice details.

Over two-thirds of undergraduates participate in co-op, and the participation numbers have grown steadily for more than a decade. Waterloo partners with over 6,000 employers in 60 countries around the world, making its co-op program world leading in scale and quality.

Co-operative education is integral to the mission of the University, a key element of its brand and success. Co-op is founded on a three-way partnership among students, employers and the institution. Strong, healthy relationships are required with all three partners. The ED is expected to develop and maintain these relationships at both the individual and organizational level. The ED also ensures strong representation of the University with organizations supporting co-op and related practice locally, nationally and internationally. S/he is accountable, in partnership with other key stakeholders at the University, to maintain and enhance UW's global leadership position.

### Key Accountabilities

*List the major responsibilities of the job, divided into 3 to 5 broad categories. These should reflect 80 - 90% of "what" the job does not the "how". Insert a category heading and in bullet form below, state specific responsibilities.*

#### **Student preparation, support and relations**

- In partnership with the Director, Centre for Career Action, ensures programs and services to prepare students for their first and subsequent work terms are effective in content and delivery.
- Ensures that students are supported on work terms and recruiting terms
- Creates and maintains an engaging environment for student feedback and input into the development of new or improved co-op practices.
- Ensures students understand co-op principles and practices, and provides metrics and other information to demonstrate the value of co-op to students.

#### **Employer recruitment, retention, and relationship management**

- Ensures adequate numbers of employers are providing sufficient excellent work experiences for co-op students, across the more than 120 diverse academic co-op programs, in multiple industries and locations in Canada and around the world, in both current and emerging fields, industries and organizations.
- Provides market intelligence to inform employer recruitment and faculty plans for co-op programs.
- Ensures employer experiences in planning, hiring, and working with co-op students are of the highest quality.

#### **Academic relations**

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<ul style="list-style-type: none"> <li>• Co-operative education is an integrated academic model; the ED ensures effective and continuous Faculty liaison and support.</li> <li>• The ED is an ex-officio member of the Senate Undergraduate Council, and maintains links with and/or serves actively on various University and Faculty committees and councils and projects.</li> <li>• The fact that academic credit is given for work terms requires a close Co-operative Education/Faculty relationship. The ED provides leadership and support to the Faculties in promoting and ensuring the success of their co-op students and programs.</li> </ul>
<p><b>Employment process</b></p> <ul style="list-style-type: none"> <li>• Ensures the employment process (job posting, application submission, interviews, matching, etc.) is robust and well-executed, and that facilities are well-designed and maintained.</li> <li>• Partners with the Director, Integration and Infrastructure (new) to continuously improve the process resulting in more students employed earlier in the process, and excellent service to all stakeholders.</li> </ul>
<p><b>People, process and financial management and leadership</b></p> <ul style="list-style-type: none"> <li>• Provides leadership to the co-operative education department, ensuring staff members are informed, engaged, developed, and working effectively together.</li> <li>• Ensures agreed processes are followed consistently, goals met, and appropriate metrics identified, tracked and communicated openly and frequently.</li> <li>• Prepares three-year plans and budgets for approval</li> <li>• Ensures finances are managed within budget, and with all appropriate controls.</li> <li>• Contributes to work integrated education strategy for the university</li> </ul>

### **Required Qualifications**

*If hiring today, what would be the required education, experience, knowledge, skills and abilities?*

<p><b>Education</b></p> <ul style="list-style-type: none"> <li>• One or more university degrees required</li> <li>• Demonstrated management training, coaching and development</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• A minimum of ten years' leadership experience in (a) complex environment(s)</li> <li>• Leadership success in an academic organization at the post-secondary level an asset</li> </ul>
<p><b>Knowledge/Skills/Abilities</b></p> <ul style="list-style-type: none"> <li>• Proven expertise in developing and successfully implementing strategy including process re-design</li> <li>• Ability to adapt skills and experience to a new environment</li> <li>• Proven skill in relationship management, partnering and achieving results using a collaborative approach and influence rather than authority</li> <li>• Demonstrated success in leading change efforts</li> <li>• Excellent verbal, listening, written and presentation communication skills with individuals and groups from a few dozens to a few hundred</li> <li>• Demonstrated high level of organization and ability to manage high volumes of activity and change</li> </ul>

### **Nature and Scope**

- **Contacts:** External: employers from supervisors to executives, government and NGO representatives, representatives of other academic institutions nationally and internationally, co-operative and experiential associations, etc. Internal: Faculty and College Heads, Associate Deans, Department and School Chairs, Development and Alumni Officers; Registrar's Office; Alumni Affairs; Marketing and Strategic Communications staff; other leaders within the Co-operative and Experiential Education portfolio; students; student representatives; senior administrators. Member of the Co-operative Education Council. Nature of interaction varies from information sharing to collaboration to promotion of UW and the co-op program.
- **Level of Responsibility:** the ED leads a department of approximately 130 regular and contract staff, plus about a dozen co-op students per work term. Approximately 60 staff members work from home offices across Canada, the largest such group at UW. Ensuring University practice takes these staff members into account is an

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important accountability for the ED. There are four direct reports to the ED. Budget is approximately \$10 million annually, with regular increases when student enrollment in co-op grows, which it has, substantially, each of the past 10 or more years.

- **Decision-Making Authority:** operational, budget and staffing decisions are made by the incumbent, within agreed budgets. New staff positions and unbudgeted expenditures require the approval of the AP, CEE.
- **Physical and Sensory Demands:** high variety in issues and people, very deadline-driven
- **Working Environment:** Office based, some travel required, very fast paced environment with new issues arising daily