

**NIPISSING UNIVERSITY
POSITION DESCRIPTION**

POSITION: Manager of Extended Learning

DEPARTMENT: Teaching Hub

EMPLOYMENT DEFINITION (STATUS): Full-time Administration

SALARY LEVEL: SL 6

SUPERVISOR: Dean of Teaching

SUMMARY OF FUNCTIONS:

Reporting to the Dean of Teaching, the Manager of Extended Learning is responsible for the implementation and oversight of all non-credit courses and extended learning offerings at Nipissing University, including, but not limited to: workforce development, continuing studies, community engagement, high school transition programs, summer camps for younger children, 3rd age learning, and micro-credentials.

Located within the Teaching Hub, the Manager of Extended Learning will be responsible for advancing the newly developed Framework for University-wide Extended Learning (FUEL) to light a spark on the creation of a Centre of Extended Learning (CEL). Under the CEL, the responsibilities of the Manager of Extended Learning will include management of coordinators/staff; liaising with instructors, external stakeholder groups, students, and future students; and addressing ongoing financial health of the Centre.

The Manager of Extended Learning will ensure that processes, policies and technologies are aligned with the vision of the Teaching Hub, and support learners' lifelong educational needs. They will work with a broad slate of stakeholders to create programming that serves the needs of the region, but also advance the reputation of Nipissing University.

DUTIES & RESPONSIBILITIES:

Project Management

(70%)

- Steward existing and new Extended Learning programming, including planning, delivery, and quality assurance processes
- Work with content experts and facilitators to implement extended learning opportunities
- Develop, coordinate and manage internal and external relationships with Extended Learning stakeholders and professional organizations provincially and nationally
- Manage information and data to support strategic development and growth
- Work collaboratively with the Dean of Teaching, other Deans and associated support staff to ensure continuous quality improvement of programs (adding new technology, evaluating existing opportunities); including policies procedures and standards required in collaboration with UTS and the Registrar's Office
- Assist staff in developing appropriate strategies to provide and promote Extended Learning opportunities for a wide variety of potential students
- Facilitate communication between departments and communicate issues to Dean as required

- Research best practices in micro-credentials, lifelong learning, and workforce development and recommend policy options to University stakeholders
- Assist in the development of the departmental budget and ensure prudent management of allocated financial resources

Knowledge Mobilization/Community Outreach

(20%)

- Conduct needs analyses to inform the creation and continued success of the Centre
- Identify potential learning opportunities offered by community organizations etc
- Serve as a subject matter expert in assessing impacts of new projects and policies
- Facilitate enrollment goals in non-credit course offerings
- Report to University leadership on KPIs

Other duties as assigned

(10%)

QUALIFICATIONS:

Education:

Graduate degree in a relevant field, such as Adult Education or Educational Administration. Preference given to candidates who have completed, or are in the process of completing, a PhD in a relevant field.

Training and/or experience may be substituted for formal academic training at the discretion of the University.

Training, Experience, Knowledge & Skills Required:

- Five (5) years project management experience in Continuing Studies, Extension, or similar fields
- Knowledge and experience in educational research practices
- Direct experience in management or related field
- Project management experience and understanding of tools and techniques
- Adaptable to changing systems and conditions
- Ability to use data for continuous improvement
- Ability to work effectively with a wide variety of stakeholders
- Prioritization and time management skills in order to carry out multiple time-sensitive tasks in a fast-paced environment
- Excellent interpersonal skills
- Tact and diplomacy
- Managerial and supervisory skills and knowledge
- Strong record-keeping skills
- Staff coordination skills at a post-secondary institution
- Excellent oral and written communication skills
- Strong analytical and problem-solving skills
- Facilitation and conflict resolution skills
- General skills in various web browsers, web conferencing software, and the MS Office suite

RELATIONSHIPS/CONTACTS:

Supervised by: Dean of Teaching

Positions Supervised: Extended Learning Coordinator

Internal Contacts: Students, staff, faculty

External Contacts:

- Provincial and National extended/lifelong learning associations (OCULL, CAUCE)
- National and international service providers

PHYSICAL/MENTAL DEMANDS & WORKING CONDITIONS:

- Must be able to work in a fast-paced office where competing deadlines must be met on time
- Must be able to work in stressful setting where the demands of online and blended courses, educational projects, and other teaching and learning initiatives at Nipissing University need to be balanced
- Majority of time spent in normal office conditions
- Extended periods working at computer
- High level of interruption
- Stress at peak periods

I have read my position description and it has been reviewed with my supervisor. I understand what my duties and functions are, and I will carry out all of my responsibilities as herein described.

Employee Name (please print)

Date

Employee (Signature)

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Approvals

Supervisor

Date

Director, Human Resources

Date