



JOB POSTING

Date: June 25, 2020

Competition: #20-30

APPLICATIONS ARE INVITED FOR THE FOLLOWING REGULAR FULL TIME POSITION

Position: Program Manager

Division: Centre for Teaching, Learning, & Innovation

Reporting To: Robert Walker, Interim Director, Centre for Teaching, Learning & Innovation

Justice Institute of British Columbia:

The Justice Institute of British Columbia (JIBC) is Canada's leading public safety educator – a public post-secondary educational institution that has earned a worldwide reputation for excellence and innovation. JIBC educational programs and services are delivered to government agencies, community organizations, private corporations and the general public in communities throughout the province and around the world. Each year, the JIBC's distinctive educational learning model attracts an average of 27,000 students, many of whom return as students throughout their careers.

Summary:

The Program Manager position has two sets of duties: faculty development and instructional design.

The Program Manager is responsible for managing and coordinating institutional faculty development activities. This position takes a lead role in assessing faculty development needs for the Institute, then working with CTLI and divisional staff to design, deliver, and implement effective and innovative faculty development programming.

In addition, the Program Manager performs instructional design for JIBC Schools, program areas and stakeholders, using a range of applied teaching & learning strategies and technologies including simulations and emerging educational technologies. The Project Manager may also participate on relevant internal and external committees pertaining to faculty development, instructional design, learning technologies and educational processes.

CTLI's team works collaboratively with the support of divisional staff and others to design, develop and deliver strong and innovative technology-enhanced courses and programs for both internal and external stakeholders and faculty. As a member of the CTLI team, the Program Manager ensures that online and blended course development for JIBC certificates, diplomas and degrees meet the academic, educational, and technical standards required by JIBC and by the British Columbia public post-secondary education system.

Primary Responsibilities:

- Participates in fostering the development of an innovative and academic culture within JIBC to create and sustain high-quality academic and applied programs for internal and external clients;
- Builds organizational capacity in faculty development, instructional design, and curriculum development;
- Coordinates and manages institutional faculty development processes and programming;
- Works with CTLI and divisional staff to plan, develop, and organize faculty development activities;
- Develops innovative approaches to support new faculty in teaching, scholarship, and role acquisition;
- Identifies resources for faculty professional and personal growth and development (e.g., fellowships; work-life balance; leadership training, etc.);
- Evaluates the effectiveness of faculty development initiatives and sessions;
- Works collaboratively with the support of divisional staff and CTLI staff to support the development of technology-enhanced and online courses, certificates, diplomas and degrees to advance JIBC's strategic plan;
- Provides advice and guidance with respect to innovative delivery models for courses and credentials within the applied context of JIBC's mandate;
- Manages a range of e-learning and instructional design projects;
- Designs teaching and learning environments for programs and courses for face-to-face, blended, and online delivery; designs courses and programs using a range of applied learning strategies and technologies including simulations and emerging educational technologies;
- In collaboration with subject matter experts, identifies student learning needs, intended program outcomes and program delivery requirements and constraints;
- In collaboration with subject matter experts and with the support of web specialists, designs program structures and processes to optimize course design.;
- In collaboration with subject matter experts, and with the support of web specialists and simulation specialists, develops curriculum content, learning resources, learning and teaching activities and learning evaluation strategies for online, face to face, blended and other course delivery methods;
- Researches topics related to best practices in educational technology, instructional design, evaluation and other educational issues to inform best practices in technology enabled learning and teaching;
- Facilitates CTLI workshops as needed;
- Contributes to CTLI showcasing and CTLI resource development;
- Performs other teaching functions, as required;
- Performs other duties as assigned.

Qualifications & Requirements:

Academic:

Masters' degree in Education, Curriculum Design, or relevant discipline required; an acceptable equivalent combination of education, training and experience may be considered.

Other Knowledge/Training:

Instructor Developer Certificate and/or Instructional Skills Workshop. Experience working and/or teaching in JIBC disciplines would be an asset, as would a background in social sciences.

Related Skills and Experience:

- Experience conducting faculty development activities including needs assessment, course design, and delivery;
- 3-5 years' experience in planning, managing, and designing teaching and learning environments for programs and courses that employ face-to-face, blended, and online delivery;
- Experience designing courses for online delivery using Blackboard, Wordpress and other learning environments;
- Project management skills;
- Proven ability to work effectively as part of a team;
- Excellent writing skills;
- Excellent oral communications skills;
- Experience integrating new technologies into learning and teaching activities;
- Experience developing and using simulations preferred.
- Highly motivated, independent self-starter who enjoys working in a collaborative team environment;
- Ability to work effectively and maintain professional relations with the public, faculty, staff and students;
- Ability to work within timelines while balancing a demanding workload is essential;
- Desire and ability to continually expand skills and knowledge as CTLI and institutional needs evolve;
- Comfortable working in an open office environment.

Salary Range: \$83,429 to \$92,699 per annum as of July 1, 2020 (Fair Comparison Job Level L3)

Posting Date: June 25, 2020

Closing Date: July 2, 2020

Please submit a *resume, covering letter and copies of academic credentials*, quoting Competition #20-30 to:

E-mail: Human Resources at hr@jibc.ca

For more information about this position, please contact:

Robert Walker
Interim Director, Centre for Teaching, Learning and Innovation
Office of Applied Research and Graduate Studies

rwalker@jibc.ca

Justice Institute of British Columbia is an equal opportunity employer and is interested in broadening the diversity of its staff. We encourage applications from visible minorities, Indigenous peoples and persons with disabilities.

