



JOB POSTING

Date: August 31, 2021

Competition: #21-55

APPLICATIONS ARE INVITED FOR THE FOLLOWING FULL-TIME TERM POSITION

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| Position: | Program Manager, Work Integrated Learning – One Year TERM Position |
| Division: | Office of Applied Research & Graduate Studies |
| Location: | New Westminster Campus |
| Reporting To: | Dean, Office of Applied Research & Graduate Studies |

Justice Institute of British Columbia:

Justice Institute of British Columbia (JIBC) is Canada's leading public safety educator with a mission to develop dynamic justice and public safety professionals through its exceptional applied education, training and research. JIBC offers internationally recognized education that leads to certificates, diplomas, bachelor's degrees and graduate certificates; exceptional continuing education for work and career-related learning and development; and customized contract training to government agencies and private organizations worldwide. Each year, over 36,000 students study at one of JIBC's six campuses in B.C., through online education, and at locations in more than 150 BC communities, as well as sites across Canada and around the world. Our education contributes to safer communities and a more just society by providing professionals with the knowledge, skills and abilities to excel at every stage of their careers and make a difference every day.

Position Summary:

The Justice Institute of British Columbia (JIBC) is committed to making Work Integrated Learning (WIL) a permanent fixture within the institution. JIBC recognizes that a strong WIL program can strengthen community partnerships, provide students with valuable work experience, and promote continuing education. The WIL Program Manager will work with CTLI, JIBC Student Services, and Program Areas to perform needs analysis, develop WIL curriculum and resources, build relationships with community partners, develop and maintain networks with WIL employers and community partners, and ensure WIL programs embed principles of equity, diversity, and inclusion.

Primary Responsibilities:

Design and develop WIL learning opportunities:

- Meeting with faculty and program areas to plan and design WIL opportunities for their courses;
- Designing and facilitating WIL curriculum development workshops, where faculty can concept map and plan authentic assessments;
- Work with the Registrar's Office to ensure that completed WIL opportunities are present in student records;
- Work with Student Services to develop resources to support students in WIL activities;
- Collaborate with the Centre for Teaching, Learning and Innovation (CTLI) to ensure identify and develop education technology support required for WIL activities;
- Collaborate with CTLI to develop templates and resources for in-the-field processes and technology (e.g., Pebblepad) to support WIL activities.

Deliver WIL training to JIBC faculty and program areas:

- Designing and facilitating WIL information sessions for faculty.

Represent JIBC with external WIL networks and other educational institutions:

- Representing JIBC at ACE-WIL meetings and symposiums;
- Submitting presentations for the ACE-WIL symposium on behalf of JIBC.

Maintain the WIL office budget and operations:

- Create and facilitate a WIL steering committee for JIBC;
- In consultation with OARGS leadership, development, monitor, and manage WIL office budget;
- Maintain records of WIL opportunities.

Support students and faculty engaged in WIL activities:

- Have weekly office hours where students can come discuss WIL opportunities.

Develop and maintain a network and ongoing relationships with external core clients, community partners, and employers:

- Maintain an up-to-date database of partners contacts and projects;
- Network with possible community and industry partners to create WIL opportunities;
- Meet with partners throughout the year to ensure that placements are going well and they feel supported;
- Facilitate end of placement meetings with partners, to review project and draft improvements for future partnerships;
- Complete final report on each partnership upon completion for WIL and partners records;
- Be present and promote WIL initiatives at JIBC special events such as Orientation and Program Information Sessions;
- Collaborate with Office of Indigenization to develop placements that promote reciprocal and respectful relationships;
- Collaborate with Student Services to promote WIL throughout JIBC.

Monitor and support WIL activity in JIBC programs:

- Complete final report on each partnership upon completion for WIL and partners records;
- Ensure all necessary paperwork (waivers, photo release forms etc.) are completed before students participate in WIL activity;
- Create and manage a calendar of WIL opportunities.

Qualifications:

- A Master's Degree in Education or a related field;
- Experience in work integrated learning, practicum, work placement, and/or cooperative learning environments;
- Experience in curriculum development related to work integrated learning;
- Experience in instructional design at a post-secondary level;
- Experience and/or knowledge of WIL/Cooperative learning.

While this position is based at the New Westminster Campus, there may be opportunity for a blend of remote and on-campus work.

We offer a total compensation package that includes a benefit plan, which includes Extended Health and Dental Benefits after three months. Full-time employees are eligible for enrollment in the College Pension Plan upon hire. In addition, we offer 20 vacation days and 10 Personal Days annually (pro-rated in first year), as well as generous other leave entitlements.

Salary Range: \$85,097 - \$94,553 per annum (Fair Comparison Job Level L3)

This position is under review to be determined for Exclusion

Posting Date: August 31, 2021

Closing Date: September 14, 2021 (applications will be reviewed as they are submitted)

Please submit a resume/CV, cover letter and *copies of academic credentials/ professional credentials*, quoting Competition #21-55 via email to: Human Resources at hr@jibc.ca

For more information about this position, please contact: Tanya Henderson, Research Development Program Manager, Office of Applied Research & Graduate Studies at thenderson@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.

