

CURRICULUM DEVELOPER, SUSTAINABILITY PROGRAMS (50020163-C5677)

Posted on: February 23, 2022

Deadline: March 9, 2022

Grade: N/A

Campus: SGW

Note

The posting represents a one year fulltime contract position.

Temporarily following a hybrid schedule; must have the ability to work both on campus and remotely, as required.

Scope

Reporting to the Vice-Provost, Innovation in Teaching and Learning, with a dotted-line report to the Director, Centre for Teaching and Learning, the incumbent is responsible for designing, implementing and evaluating programs, services, support and tools that aid in the administration and delivery of sustainability curriculum and increase sustainability related course content, courses and programs, as outlined in the nine strategies of the Sustainability in the Curriculum plan. A key objective will also be to conduct needs assessments and research solutions to devise a mechanism for inventorying sustainability curriculum.

Primary responsibilities

- Work in collaboration with faculty and students to identify opportunities to infuse sustainability into new or existing curricula or courses and increase sustainability-related programs that are delivered across multiple formats and/or open to members of the public.
- Develop an instrument to inventory sustainability content across the university and an implementation plan to gather data and measure progress related to the increase of sustainability content.
- Undertake research and analysis to support the program proposal requirements, including inventory of similar programs offered at other institutions, enrolment trends, labour market analysis and surveys of student interest.
- Provide support and assistance to faculty who are seeking to increase and integrate sustainability learning outcomes into their courses.
- Work with the relevant Faculty budget officer in the preparation of the program proposal budget.
- Prepare resources that help support the development and incorporation of sustainability learning outcomes, activities, and assessments as well as experiential learning opportunities that advance sustainability goals.
- Assist in shepherding the curriculum proposal through the administrative committees by tracking and implementing required revisions.
- Develop and implement initiatives that showcase courses with sustainability content and/or faculty members who have successfully incorporated sustainability into their courses. Coordinate with relevant staff and Units to ensure the courses are showcased appropriately.
- Develop and implement initiatives that encourage sustainability researchers to include sustainability research content in their courses.
- Remain apprised of innovative approaches to integrating sustainability and the Sustainability Development Goals in the curriculum; participate in necessary professional development or liaising to support curriculum development related to sustainability.
- Recommend improvements to the sustainability curriculum development process.
- Liaise with the Manager, Academic Programs and Development, School of Graduate Studies on graduate curriculum development.

- Perform other duties assigned by the Director and Vice-Provost, Innovation in Teaching and Learning.

Requirements

- Master's degree in education with a concentration in curriculum, higher education.
- Four to seven years of relevant experience is required, with at least two years of experience in the design and development of university-level academic programs.
- Experience and demonstrated success in research and analysis of post-secondary academic programs and curricular structures.
- Demonstrated experience in the design and development of educational programs that promote sustainability goals, preferably at the post-secondary level.
- Very good knowledge (Level 5) of spoken and written English. Good knowledge (Level 4) of spoken and written French.
- Good knowledge (Intermediate level) of Microsoft Word, Excel, Acrobat Reader, and Outlook.
- Ability to be creative and demonstrate initiative towards innovation in academic program planning.
- Ability to interact comfortably with faculty and to be a persuasive advocate for sustainability curriculum
- Demonstrated ability to work effectively both independently and as part of a team, and excellent project management skills.
- Excellent consultation, organization, interpersonal and presentation skills.
- Ability to set priorities

Salary

\$80,879- \$96,597 per annum

Interested applicants must submit a curriculum vitae with a covering letter by March 9, 2022. Please click on the How to Apply button below for further instructions. IMPORTANT: The language and computer skills of short-listed candidates will be tested.