

Job Level	Director of Education and Engagement	Professional Level IV
Oversight Received	<ul style="list-style-type: none"> <li>* Developing curriculum, organizing training structure and content and assuring that administrative details are included and recognized as official course offerings by the University.</li> <li>* Responsible for engagement with internal and external parties to help obtain financial backing for these programs including philanthropic efforts in seeking scholarship funding support for student based programs.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Complete autonomy in work approach</li> </ul>
Problem Solving	<ul style="list-style-type: none"> <li>* Responsible for the design, implementation and administration of a comprehensive research administration educational and training program at IDRC, covering all aspects of research and education administration, including compliance areas.</li> <li>* Assist in change management strategies and develop effective learning plans.</li> <li>* Assist in preparation of curricula and course work programs at IDRC and BioMARC and assure that these are fully registered and recognized and align with necessary University requirements.</li> <li>* Design and apply assessment tools to measure instructional effectiveness and summarize evaluation reports to determine the impact of training.</li> <li>* Responsible for implementing a targeted development and engagement strategy to meet University goals for the research mission. This person will also be responsible for supporting the University's educational efforts through support of the IDRC, BioMARC, and other related research areas; managing events and programs that cultivate a strong research culture, and supporting various research programs.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Defines and solves the most complex problems</li> <li>▪ Has authority to commit the University to a decision or outcome</li> </ul>
Interaction/ Communication	<ul style="list-style-type: none"> <li>* Collaborate with multiple departments (including all academic departments, RICRO, B&amp;FS, RS, Legal Counsel, and other subject matter experts) and college leadership to ensure that the training programs are comprehensive, current and accessible.</li> <li>* Provide vision and direction for a comprehensive team-oriented development and alumni relations program, whose purpose is to increase financial support from alumni, friends, foundations and corporations for academic departments, programs, faculty projects, and students.</li> <li>* Represent the IDRC in interactions with internal and external stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Communicates complex concepts to broad audiences</li> <li>▪ Viewed as expert by those within and outside occupational discipline</li> </ul>
University Impact	<ul style="list-style-type: none"> <li>* Represent the IDRC and BioMARC operations in education and engagement activities.</li> <li>* Responsible for the coordination of educational programs administered through the BioMARC and IDRC organizations including internship programs, educational classroom programs and practicums.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Impact primarily at University-wide level</li> <li>▪ Influences others through subject-matter expertise</li> </ul>
Typical Education	<ul style="list-style-type: none"> <li>* This position requires an advanced professional degree (PhD or MD or equivalent) with 10 years of experience in administrative functions and operations.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Bachelor's degree or advanced degree</li> </ul>