SIMON FRASER UNIVERSITY
ADMINISTRATIVE & PROFESSIONAL
JOB DESCRIPTION

Position Title: Manager, Student Learning and Leadership
Department: Office of Sustainability
Reports to [title]: Director, Sustainability Office
Employee Group: APSA
Position #: 00121126
Grade: 008
Reports to [position #]: 00114915

POSITION SUMMARY

The Manager, Student Learning and Leadership provides strategic services to integrate sustainability into curriculum and experiential learning opportunities and support student leaders, groups, organizations, and individual students to pursue sustainability at SFU and beyond (as alumni). The Manager supports Student Services, the Vice-President Academic (VPA) portfolio and student support organizations to engage students to become sustainability champions, role models, pathfinders and innovators. The Manager mentors student leaders and champions the integration of students into sustainability-related University decision-making processes and identifies opportunities for sustainability-related student leaders and organizations to participate in solutions development. The Manager is the main service provider and acts as a formal connection to the VPA and Associate Vice-President (AVP) Students portfolios to support the planning, implementation, and reporting work on sustainability.

DUTIES AND RESPONSIBILITIES

1. Advances the education of the next generation of sustainability leaders by:
   - acting as a formal connection from the Sustainability Office to the VP Academic and AVP Students through their sustainability liaison for the purpose of providing support with planning and reporting work on sustainability.
   - catalyzing and supporting the advancement of sustainability education and entrepreneurship across SFU’s campuses in collaboration with the VPA.
   - identifying and collaborating with faculty members interested in integrating sustainability into their courses and programs and to achieve their goals.
   - working with faculty, instructors, and student programming staff to integrate sustainability principles and practices into curriculum and experiential learning programming.
   - working with the Teaching & Learning Centre to develop training, support and tools to help faculty members integrate sustainability into their courses.
   - working with Deans in the Faculties to identify opportunities for integrating sustainability into programs;
   - coordinating the work of students, student groups, VPA, Student Services, and other on and off campus groups to run major University-wide programs (e.g., UN Sustainable Development Goals training, Ashoka Changemaker designation);
   - participating in courses where requested by supplying a project or topic, guest presenting, course design, and supporting the students in their project work.
   - working with the Manager, Research Sustainability and Manager, Campus Sustainability to enhance sustainability learning opportunities for all SFU students through the Living Lab Program.

2. Champions the integration of students into sustainability-related University decision-making processes by:
   - working with student leaders to understand their attitudes, interests and needs around sustainability in order to develop student leadership services and to brief the Director and VPA sustainability liaison.
   - identifying opportunities for sustainability-related student leaders and organizations to participate in solutions development (e.g. Living Lab projects).
   - liaising, partnering, mentoring and supporting student leaders of sustainability groups and organizations at SFU to design and implement key services to enable them to be better connected to senior leadership and to planning and decision-making processes within the University.

3. Supports student leaders and student organizations to pursue sustainability at SFU and beyond (as alumni) by:
   - providing strategic services to support student groups/organizations, Student Services, and other student support organizations (e.g., RADIUS SFU) to engage SFU students to become sustainability champions, role models, pathfinders and innovators while at SFU and beyond.
   - mentoring student leaders in sustainability clubs, organizations and student societies and partnering with them to help them achieve their goals.
   - developing, supporting and/or managing student programs such as the Sustainability Peer Program and the Sustainability Educators Program.

4. Contributes to SFU’s reputation as a leader in academic and student sustainability best practices by:
   - representing SFU at events and presenting at conferences.
identifying and submitting award applications.
representing the University on external related committees, boards and forums.
working with the Manager, Communications to promote successes within SFU and to external audiences.

5. Acts a point of contact for students interested in sustainability curriculum, research, operations, innovation and post-graduation learning and experience by:
- organizing and attending all student orientation sessions and representing the Office when presentations are requested in classes.
- directing requests and queries to the appropriate contact within the Office or University.
- working with the Manager Communications to develop Apps, web content and social media strategies to meet the needs of student information requirements.
- working with the Sustainability Reporting & Awards Analyst to identify incubation funding for promising student innovation projects.

6. Carries out associated administrative responsibilities by:
- overseeing the budget allocated to the Student Learning and Leadership Program budgets by participating in program budget development process, preparing cost projections, administering expenses and preparing periodic status reports.
- attending external industry related events, participating on related campus committees and presenting on SFU’s Sustainability Student Learning and Leadership Program to raise the profile of SFU’s activities.
- coordinating and overseeing the work of volunteers, co-op students and work study students involved with the delivery of the Student Learning and Leadership programs and activities. Provides orientation, training and allocates and prioritizes work assignments.
- working with the Manager of Communications to identify success stories and people profiles to raise the profile of SFU’s activities.
- conducting research on sustainability in curriculum and experiential learning through the regular review of key internet sites, media and journals.
- developing internal procedures and policies, as these pertain to sustainability in student learning and leadership projects for the Sustainability Office.

IMPACT OF DECISION MAKING

The Manager, Student Learning and Leadership is responsible for:
- Building and maintaining relationships with high level academic partners (e.g., Deans, Directors) that will impact the work of faculty, staff, and students and SFU’s reputation
- developing University-wide projects with multiple stakeholders and formal partners both internal and external with financial and reputational risks (e.g., Ashoka Changemaker Designation, UN SDG training).
- Developing training and tools for faculty members for the development of new or revised courses and programs.
- Working directly with students as a mentor and support.

RELATIONSHIPS

Establishes and maintains relationships with peers and contracts with access to information and to key business partners. Shares information and advice on how to get things done and who to involve.

QUALIFICATIONS

Master’s degree in Education or Sustainability and five years of related experience in sustainability curriculum and student programming development and management at post-secondary institutions; or an equivalent combination of education, training, and experience.
Excellent knowledge of sustainability issues and best practice learning models.
Excellent knowledge of student engagement and stages of development programming and concepts.
Good knowledge of BC Aboriginal history and current issues
Excellent organizational, administrative, research, analytical and problem-solving skills.
Excellent interpersonal and communication skills (oral, written and presentation).
Excellent leadership and project management skills.
Excellent program and financial management skills.
Ability to develop relationships and partnerships and to work collaboratively at all levels and areas within the organization.
Ability to develop and facilitate employee and student orientation and leadership programs.

Initial Effective Date: October 5, 2017
Latest Revision Date:
Ability to develop and deliver student leadership and experiential learning programs and services to improve individual proficiency in participating in sustainability activities and initiating sustainability actions.
Ability to develop course content, curriculum and academic programs
Ability to exercise mature judgment, initiative, diplomacy, and tact.
Ability to work independently and meet deadlines.
Ability to draft procedures and reports.
Proficient in the use of word processing, database, spreadsheets and desktop publishing applications.
Ability to arrange suitable transportation to various work locations.