POSITION SUMMARY
The Project Manager (PM) leads, plans, executes, manages and completes the project management process for graduate program assurance of learning (AoL) and curricular review, as part of the program learning goal redesign within the Segal Graduate School, Beedie School of Business. The PM works closely with the Chair, Graduate Assurance of Learning Committee and Associate Dean to develop graduate program learning goals. The PM acts as a planning resource and liaison for Graduate Program Academic Directors; and takes the lead in coordinating and planning program learning goal designs for review by the Graduate Curriculum Committee and Associate Director, Graduate Programs. The PM is responsible for developing long-range plans for curricular/program learning goal initiatives and new/revised pedagogy and assessment to accomplish project objectives related to graduate programs.

DUTIES AND RESPONSIBILITIES

1. Oversees the project management process and evaluates program learning goal redesign projects by:
   - Managing project scope, schedule, quality control, and budget, across all phases of the project life cycle to ensure successful completion within established parameters.
   - Defining project objectives and forming project teams.
   - Leading project teams and managing programs for separate learning goal redesign projects.
   - Working with project sponsor(s) to address successful organizational change.
   - Analyzing and documenting requirements for enhancements to curriculum/pedagogy and/or business processes.
   - Creating and maintaining project documentation including RFI/RFP, status reports, change management plans, risk management plans and closure reports.

2. Provides planning support and liaison for the Associate Dean, Graduate Programs regarding curricular and program learning goal redesign initiatives by:
   - Conducting research, preparing reports and writing position papers on emerging trends related to program learning goals in the business education community and the Beedie School of Business (Beedie).
   - Ensuring that programming meets the learning goals of Beedie as well as the requirements of the University and the needs of targeted and partner groups.
   - Writing and assisting with the preparation of documents (e.g., calendar revisions, program changes, exemptions and adaptations) for various University curriculum and assurance of learning committees and bodies and ensuring their timely passage through the review and approval process.
   - Working with the VP Offices, Student Services, International Services for Students, other faculties, and community and industry partners, to coordinate initiatives supporting new/revised pedagogy and assessments focused on program learning goals.

3. Develops long-range plans, including financial models, for program learning goal initiatives and potential program pedagogy and assessment redesigns by:
   - Conducting cost/benefit analyses to support the business case(s) for making assessment and/or pedagogical changes.
   - Working with project team members or vendors to secure and coordinate the necessary resources required for a project.
   - Participating in relevant committees/subcommittees/task forces, as assigned.
   - Monitoring and managing the details of relationship agreements between Beedie, the University and/or its partner as a result of program learning goal initiatives.

4. Liaises with various stakeholders across Beedie, the University, external committees and relevant accrediting bodies, by:
   - Participating in faculty-wide planning.
• Attending and participating at Planning and Priorities, Advisory Board, and other meetings, as necessary, to provide information regarding the planning and development of curriculum and program development projects.

IMPACT OF DECISION MAKING
Makes decisions related to:
• the interpretation of academic and administrative policies and procedures (e.g., revision to program pedagogy or changes in assessment procedures within graduate programs); impact to SFU community and beyond.
• the type and interpretation of data used in developing program learning goal initiatives; determines which data source to use and why (i.e., TRACS, SIMS, Orbis, etc.); impact SFU community and beyond.
• project budget; proposals for new programming pedagogy or assessment; impact to SFU community.
• identifying which issues require the attention of the Dean
• developing long-range plans for program learning goals initiatives and new/revised pedagogy and assessment; considering implications regarding cost/benefit within programs

RELATIONSHIPS
Establishes and maintains relationships and alliances. Maintains effective communication. Shares information and readily determines to whom to go for relevant information. Seeks assistance and feedback in the problem solving process. Partners with others to achieve expectations.

Supervisory
Direct Reports: 0.
Recruits and trains temporary staff as required, including defining, assigning, scheduling, and evaluating work. Provides leadership to project teams/staff.

Primary Working Relationships
Internal Connections - works within a team environment and collaborates with Beedie’s Associate and Assistant Deans, senior-level Directors, faculty and staff; and staff in Students Services and other areas across the University.

External Connections - works with the Leadership Team and may present project team findings to external committees, such as the Advisory Board or external partners.

QUALIFICATIONS
Master's degree in Business or Education and five years of related experience in areas such as project management, curriculum review, pedagogy and assessment, and strategic enrollment management in a post-secondary environment or an equivalent combination of education, training and experience.
• Excellent knowledge of the post-secondary system, including business education programming.
• Excellent knowledge of educational policy, change management and conflict resolution skills.
• Excellent organizational, interpersonal and communication (verbal, written and presentation) skills.
• Excellent project management skills.
• Excellent critical thinking skills.
• Excellent cost-benefit analysis and financial management skills.
• Ability to provide leadership to, and manage project teams.
• Ability to work cooperatively and effectively with others.