Position Title: Coordinator, Curricular Experiential Learning  
Department: Beedie School of Business – Undergraduate Programs  
Position Reports To (Title): Associate Dean, Undergraduate Programs  
Date: January 29, 2018

**B. POSITION SUMMARY**

Briefly describe the primary function and purpose of the position in one or two sentences.

The Coordinator, Curricular Experiential Learning is responsible for coordinating and supporting curricular experiential learning in the Undergraduate Beedie School of Business. This includes working with faculty and external partners to establish programs that enhance the student experience and provide opportunities for student engagement through curricular experiential learning.

The Coordinator works with the Curricular Experiential Learning Committee in the design, development, oversight, and implementation of the undergraduate curricular experiential learning strategy. The position works to provide consultation and advice for faculty in developing, delivering and coordinating curricular experiential learning in the Beedie undergraduate program including consulting on the creation of meaningful curricular experiential learning opportunities and assignments, managing relationships with partners external to Beedie and SFU, identifying and working to resolve faculty and university-wide barriers to curricular experiential learning, managing curricular experiential learning budget(s), assessing risk to the university in curricular experiential learning opportunities, coordinating events to connect curricular experiential learners with appropriate opportunities, advising and facilitation for both faculty and students involved in curricular experiential learning, gathering and acting upon feedback from partners on their satisfaction with the curricular experiential learning process, and creating resources for faculty and students. The position oversees and utilizes Research Assistant(s) and/or Co-op Student(s) as a resource to assist with these deliverables, as required.

The Coordinator develops and coordinates relationships with various parties both internal to Beedie including, the Curricular Experiential Learning Committee, faculty members, students, undergraduate services staff, and the Teaching & Learning Committee; and external to Beedie and SFU including, external experiential learning partners (e.g. Ryipen and Bookstore), Safety & Risk Services, Facilities, Simon Fraser Student Society, and the Teaching and Learning Centre.

**C. DUTIES AND RESPONSIBILITIES**

Starting with those you consider the most important, list and describe the main duties and responsibilities of the position. For each item start with an action verb and briefly describe WHAT is done, HOW it is done and WHY it is done. Indicate in the right hand column the percentage of time spent on each particular task.

**Strategic Faculty-wide Curricular Experiential Learning Development & Leadership (50%)**

Works with Curricular Experiential Learning Committee (consisting of the Associate Dean of Undergraduate Programs and the Academic Directors) to lead, develop and support strategy for curricular experiential learning opportunities and initiatives across the Undergraduate Faculty of Business Administration. Participates in the development and implementation of practices and policies for experiential learning at Beedie, in consultation with the Curricular Experiential Learning Committee, as appropriate.
Serves as consultant for Beedie Undergraduate department on curricular experiential learning opportunities. Offers advice and consultation based on strategic principles and cost/benefit analysis of undergraduate curricular experiential learning opportunities including, resources available, challenges to anticipate, best-practices, and potential insurance and public relations risks to the university.

Works with faculty and university departments (e.g. Safety & Risk Services and Facilities) to identify faculty- and university-wide barriers to curricular experiential learning as well as potential risks to the university associate with curricular experiential learning. Involves necessary parties to create viable solutions. Obtains buy-in, support, and resources from faculty, management, and sponsors.

Serves as primary liaison between external partners (e.g. organizations, institutions, alumni, etc.), the university, and faculty by establishing and maintaining contact to explore and identify curricular experiential learning opportunities.

Serves as primary liaison to maintain relationships, problem solve and negotiate with external and internal partners to ensure departmental, faculty and partner goals are achieved (e.g. Ripten, Bookstore, and Safety & Risk Services).

Coordinates resources used to support curricular experiential learning initiatives, including preparing quarterly reports for Beedie Teaching and Learning Committee, writing progress reports for grants etc. as needed, advocating for budget contributions when needed and awards for specific curricular experiential learning initiatives that meet identified criteria, overseeing payments received from partners and awards made to curricular experiential learning initiatives (e.g. Bus 202 BPME Budget, new budget to allow bookings 361, etc.)

Facilitates debrief and evaluation sessions with faculty to identify, create and share faculty-wide best practices and resources to support curricular experiential learning.

Coordinates meetings and collaborates with partners to promote curricular experiential learning opportunities, share best practices, and to assist faculty to become more effective at facilitating curricular experiential learning experiences for students.

Represents the Beedie School of Business on committees and task forces related to curricular experiential learning (e.g. Beedie Teaching & learning Committee and university wide Experiential Learning Community of Practice).

Program Management & Coordination of Curricular Experiential Learning Projects (50%)

Advises and provides advice and support to faculty members to help develop, lead and coordinate specific curricular experiential learning opportunities for undergraduate students. This includes assisting faculty to identify learning objectives related to curricular experiential learning, formulate meaningful opportunities and assignments, and create materials and resources to support curricular experiential learning projects.

Facilitates, supervises and coordinates students participating in curricular experiential learning opportunities, either as part of curriculum or as supplementary to academic programming. Including but not limited to instruction on the assignment, background learning necessary to complete the assignments, assessing the risk of student projects, coaching and feedback on projects, etc.

Consults with faculty in the development of appropriate evaluation tools to assess the achievement of objectives related to curricular experiential learning.

Serves as primary liaison with curricular experiential learning partners to ensure faculty and partner goals are met, negotiate and propose changes, coordinate participation in projects, classrooms, presentations, etc.

Oversees and coordinates Research Assistant(s) and/or Co-op Student(s) as necessary to assist with maintaining files, resources, statistics and necessary documentation for student experiences, as required.
D. DECISION MAKING

i) Give some typical examples of the most important decisions the incumbent is expected to make in carrying out the duties and responsibilities of the position. To what extent can the incumbent rely on established policies or advice from others in making these decisions?

In collaboration with the Curricular Experiential Learning Committee, establishes priorities and goals for curricular experiential learning at the Undergraduate level of Beedie School of Business.

Participates in establishing practices and policies for experiential learning at Beedie, in consultation with the Curricular Experiential Learning Committee, as appropriate.

Serves as the Beedie faculty resident expert in University policies and procedures related to curricular experiential learning opportunities.

Coordinates curricular-based experiential learning funding (BPME fund, potential Beedie experiential learning fund).

Problem solves, trouble shoots and negotiates across different stakeholders related to undergraduate curricular experiential learning including both internal and external to Beedie and SFU with minimal direct supervision.

Makes decisions relating to the hiring, training, and supervision of Research Assistant(s) and/or Co-op Student(s) staff.

ii) Give some examples of the types of decisions the incumbent would refer to his/her supervisor.

Decisions that will require additional resources or proposals to expand program.
Final sign off on policies and procedures prior to implementation.
New Budget requests.

E. SUPERVISION EXERCISED

Indicate the number of continuing employees for whom the position is responsible.

Number of continuing employees reporting directly to the position: 0

Total number of continuing employees for whom the position has direct responsibility: 0

Note: The position may oversee the work of Research Assistant(s) and/or Co-op Student(s), as necessary.

F. SUPERVISION RECEIVED

Describe the extent to which the supervisor determines the day to day work load of the position and assists in the completion of duties. Explain the nature of guidance received and how often work is checked or reviewed.

The incumbent is expected to exercise initiative in all work activities under the general direction of the Associate Dean/Academic Director, Undergraduate School of Business and the Curricular Experiential Learning Committee. Works with minimal supervision and often manages projects and plans with limited or no supervision including overseeing Research Assistants and/or Co-op students as needed. Consults with the Associate Dean/Academic Director is source of information and direction when required.

G. UNUSUAL WORKING CONDITIONS

Requires ability to assess situations quickly and make unique, situation specific decisions independently and without guidance. This includes, decisions on the appropriateness of specific curricular experiential learning projects and initiatives including the analysis of inherent risks and obtaining approval and involvement from Safety and Risk Services where appropriate.

Must prioritize multiple job demands and varying projects.
H. ENTRANCE QUALIFICATIONS
What combination of experience, training and/or formal education do you believe is the minimum required to perform the duties of this position?

Bachelor’s degree and three years of related experience in developing and implementing curricular experiential learning programs in a post-secondary environment, or an equivalent combination of education, training and experience.

- Ability to develop and maintain proactive relationships with all key constituents including students, faculty, staff, administrators, team members, employers/partners and members of the community.
- Ability to exercise mature judgment, initiative, diplomacy and tact.
- Ability to work collaboratively in a highly interactive environment.
- Excellent organizational, oral and written communication skills.
- Excellent problem solving, negotiation and conflict resolution skills.
- Ability to manage multiple priorities with competing deadlines.
- Excellent time management, record keeping, and organizational skills.
- Excellent cross-cultural, interpersonal and customer service skills.
- Ability in developing, facilitating and leading workshops, meeting and training experiences.
- Good knowledge of risk management.
- Ability to maintain confidentiality.
- Ability to work independently and as part of a team.
- Proficiency in the use of work processing, spreadsheet, database applications and enterprise level systems (i.e. Microsoft Office, SIMS etc.).