

Project Manager, DalOpen (Operations)

Position Details

Position Information

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| Position Title | Project Manager, DalOpen (Operations) |
| Department/Unit | College of Continuing Education |
| Location | Halifax |
| Posting Number | S173-20 |
| Employee Group | None |
| Position Type | Temporary |
| Duration of Contract (if applicable) | Five (5) months |
| Employment Type | Full Time |
| Full-time Equivalency (FTE) | 1.0 |
| Salary | Salary will be commensurate with qualifications and experience (\$21,000 - \$28,750 based on a five month position). |

Classification

Provisional Statement

About Dalhousie University

Dalhousie University is Atlantic Canada's leading research-intensive university and a driver of the region's intellectual, social and economic development. Located in the heart of Halifax, Nova Scotia, with an Agricultural Campus in Truro/Bible Hill, Dalhousie is a truly national and international university, with more than half of our 19,000 students coming from outside of the province. Our 6,000 faculty and staff foster a vibrant, purpose-driven community, that celebrated 200 years of academic excellence in 2018.

Job Summary

The College of Continuing Education (CCE) develops and delivers innovative and diverse educational programs for more than 5000 students annually to help them navigate the changing world of learning and work. DalOpen is an initiative to enable Faculties to make their online courses available to the general public in different models (dual enrollment, advanced placement, foundational programming, general interest and shorter credit courses). Reporting to the DalOpen Operations Team, the Project Manager, Dal Open (Operations) will oversee the project's operations components to successful completion of the Phase I pilot, working closely with partners across the University.

Key Responsibilities

- Work with the DalOpen Operations Team to develop guidelines, documents and processes for student advising, registration, payment, course completion, transfer credit, and financial transfers to Faculties.
- Build relationships with Dalhousie's Registrar's Office and Financial Services teams in order to develop processes that link with existing University processes. This includes liaising with the Registrar's Office to develop and implement DalOpen credit recognition in degree programs.
- Develop documents and record processes according to CCE guidelines for course set-up in CCE's information and financial systems, working closely with CCE's Director,

Information Management and Finance Director and Analyst to execute this set-up.

- Train CCE staff on the processes as well as applicable University policies and procedures as required.

Note

Qualifications

Undergraduate degree in relevant field with approximately five years' progressive related experience (or equivalent combination of training and experience). Previous experience in working in a student services/university registrar environment and/or knowledge of credit programming/undergraduate advising will be considered a strong asset. Additional assets include previous experience in project management, process improvement, education information systems, and/or financial management. Solid interpersonal and communication (written and verbal) skills, including public speaking and presenting skills, required. Must have demonstrated initiative, attention to detail, and strong organizational skills. Must be comfortable using and learning new technology and systems with a demonstrated interest in educational and work trends.

Job Competencies

Additional Information

Application Consideration

Applications from university employees and external candidates are given concurrent consideration. Among short listed candidates, university employees will be given special consideration.

We thank all applicants for their interest, however, only candidates selected for an interview will be contacted.

Diversity Statement

Dalhousie University is committed to fostering a collegial culture grounded in diversity and inclusiveness. The university encourages applications from Indigenous persons, persons with a disability, racially visible persons, women, persons of a minority sexual orientation and/or gender identity, and all candidates who would contribute to the diversity of our community. For more information, please visit www.dal.ca/hiringfordiversity.

Posting Detail Information

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|---------------------|------------|
| Number of Vacancies | One (1) |
| Open Date | 11/02/2020 |
| Close Date | 11/12/2020 |
| Open Until Filled | No |

Special Instructions to Applicant

Quick Link for Direct Access to Posting <http://dal.peopleadmin.ca/postings/4635>

Supplemental Questions

Required fields are indicated with an asterisk (*).

Documents Needed to Apply

Required Documents

1. Résumé / Curriculum Vitae (CV)

Optional Documents

1. Cover Letter