

# Project Manager, DalOpen (Academics)

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## Position Details

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### Position Information

<b>Position Title</b>	Project Manager, DalOpen (Academics)
<b>Department/Unit</b>	College of Continuing Education
<b>Location</b>	Halifax
<b>Posting Number</b>	S132-20
<b>Employee Group</b>	None
<b>Position Type</b>	Temporary
<b>Duration of Contract (if applicable)</b>	Eight (8) months
<b>Employment Type</b>	Full Time
<b>Full-time Equivalency (FTE)</b>	1.0
<b>Salary</b>	Salary will commensurate with qualifications and experience (\$40,000 - \$53,000 based on eight 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 (Academics) will be responsible for the design and implementation of a successful Phase I pilot, particularly with respect to the development of the course catalogue, working closely with internal and external partners.

### Key Responsibilities

- Develop the six models for course delivery.
- Connect with all Faculties who have expressed interest in providing courses through DalOpen, as well as identify new courses to pursue in response to labour market demand.
- Collate all required information on selected courses for operational and marketing purposes.
- Lead tactical planning and oversee quality assurance as the course catalogue expands.

- Liaise regularly with the CCE Marketing and Communications team to contribute to the development of a marketing & communications plan for DalOpen. Present regular updates on the DalOpen pilot project to all CCE staff and other internal stakeholders.

- Work with the Dean, the Director, Marketing and Communications, and the Director of Business Development to develop and deliver presentations on DalOpen to Dalhousie senior leadership and external stakeholders (e.g. government and industry partners).

## Note

## Qualifications

Undergraduate degree in relevant field with approximately five years' progressive related experience (or equivalent combination of training and experience). Masters degree in education, adult education or education technologies preferred. Successful project management experience is essential; experience in teaching, instructional design, curriculum or academic coordination, and/or education marketing an asset. Must demonstrate strong communication (written and verbal) skills, including public speaking and presenting skills, as well as effective relationship building skills. The successful candidate will be self-motivated and both detail oriented and strategic in approach. 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](http://www.dal.ca/hiringfordiversity).

## Posting Detail Information

<b>Number of Vacancies</b>	One (1)
<b>Open Date</b>	11/02/2020
<b>Close Date</b>	11/12/2020
<b>Open Until Filled</b>	No

## Special Instructions to Applicant

**Quick Link for Direct Access to Posting** <http://dal.peopleadmin.ca/postings/4308>

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## Supplemental Questions

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Required fields are indicated with an asterisk (\*).

## Documents Needed to Apply

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### Required Documents

1. Résumé / Curriculum Vitae (CV)

### Optional Documents

1. Cover Letter