



Academic Integrity
Academic Learning Centre
201 Tier
Winnipeg, Manitoba
Canada R3T 2M9
204-480-1481
academic_learning@umanitoba.ca

Job Description

Academic Integrity Coordinator - Administrative Assistant 2 (AESES)
New Budget-Funded Continuing Full-Time
35.00 hours/week Monday to Friday 8:30 am to 4:30 pm

Salary Range: \$28.33 - \$39.93 per hour (\$51,560.60 - \$72,672.60 per annum)

Proposed Start Date: September 16, 2024

Trial/Probation Period: 840.00 work hours

For more information, please contact:
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Responsibilities

- Meet with students who are required to complete post-discipline educational programming; assign educational outcomes (triage appointments).
- Serve as a back-up Cite Right and ALC writing tutors (when schedule allows).
- Work with Administrative Lead to keep up-to-date records of assigned educational outcomes and student progress.
- Correspond with academic units to provide updates on student progress and advise of any concerns.
- Consult with campus partners (primarily Student Advocacy, Libraries, Academic Learning Centre) regarding student circumstances and educational outcomes.
- Arrange for completion of educational outcomes including booking appointments, responding to student/tutor/librarian concerns and inquiries, and following up with students and staff.
- Troubleshoot any issues with the completion of the Reflections on Academic Integrity online course, Cite Right program, or any other aspects of educational programming.
- Provide guidance, support and training to tutors and librarians involved in delivery of educational programming.
- Where students are unable to meet learning objectives of program, consult with relevant campus partners to identify steps for moving forward.
- Revise/update course materials within UM Learn and renew course sections for each term.
- Deliver academic integrity presentations and workshops to a wide range of groups including international students, students in professional programs, graduate students, and staff.
- Revise/update academic integrity website and resources where necessary.
- Plan and participate in social media and other communications initiatives such as Instagram takeovers and writing UM Today articles.

- Lead or assist with preparations for Student Success Month (October), Orientation, and any other relevant programming.
- Compile and manage statistics on workshops and post-discipline education.
- Assess and evaluate effectiveness of outreach activities, resources, presentations, and educational programming.
- Regularly attend AIAC, working group meetings, Integrity Hour and any other relevant meetings to remain informed about academic integrity initiatives and issues.
- Assist with agenda and related material.
- Attend and participate in all meetings.
- Assist during meetings including recording information and follow up on or help to coordinate action items
- Attend and participate in Academic Learning Centre meetings.

Qualifications

MINIMUM FORMAL EDUCATION/TRAINING:

- Bachelor's Degree in a related study area required, Master's degree is strongly preferred.

EXPERIENCE:

- Two years directly related experience required.
- Demonstrated experience in student services (e.g. academic advising, tutoring, advocacy).
- Demonstrated proficiency in academic writing.
- Knowledge of UM academic supports and services (libraries etc.).
- Knowledge of academic integrity expectation and their application to academic work.
- Experience delivering presentations and workshop to small and large groups.
- Demonstrated ability to quickly and accurately record meeting notes and other information from verbal communications.
- Experience working with sensitive information and maintaining confidentiality.
- An acceptable equivalent combination of education and experience may be considered.

SKILLS AND ABILITIES:

- Proficiency in Microsoft 365 and video conferencing software.
- Excellent public speaking skills required.
- Exceptional verbal and written communication skills required.
- Strong interpersonal and diplomacy skills required in dealing with student, staff, faculty, academic administrators required.
- Exceptional organizational and time management skills required.
- Excellent attention to detail and ability to manage large volumes of documentation efficiently and effectively required.
- Case management (notetaking, documentation, follow-up) required.
- Ability to establish rapport and trust with students while assertively but supportively informing students of expectations required.
- Ability to work independently and as part of a team required.
- Ability to collaborate positively with cross-functional teams required.
- Ability to provide critical feedback positively in sensitive situations and manage challenging student situations required.
- Satisfactory work record, including satisfactory attendance and punctuality, is required.

OTHER JOB RELATED QUALIFICATIONS:

- Knowledge of University of Manitoba policies and procedures as well as supports and services.

Additional Information

The University of Manitoba is committed to the principles of equity, diversity & inclusion and to promoting opportunities in hiring, promotion and tenure (where applicable) for systemically marginalized groups who have been excluded from full participation at the University and the larger community including Indigenous Peoples, women, racialized persons, persons with disabilities and those who identify as 2SLGBTQIA+ (Two Spirit, lesbian, gay, bisexual, trans, questioning, intersex, asexual and other diverse sexual identities).

If you require accommodation supports during the recruitment process, please contact UM.Accommodation@umanitoba.ca or 204-474-7195. Please note this contact information is for accommodation reasons only.

Application materials, including letters of reference, will be handled in accordance with the protection of privacy provisions of "The Freedom of Information and Protection of Privacy Act" (Manitoba). Please note that curriculum vitae will be provided to participating members of the search process.