



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: \$27.91 - \$39.34 per hour (\$50,796.20 - \$71,598.80 per annum)

Start Date: November 18, 2024 (Proposed)

Trial/Probation Period: 840.00 work hours

For more information, please contact academic_learning@umanitoba.ca

The Academic Integrity Coordinator promotes the fundamental values of academic integrity through educational outreach, programming, resources, and collaborations. The position serves as an expert on matters related to academic integrity to students, staff, and faculty; supports centralized delivery of educational programming; and, delivers (including individual triage appointments with students) and coordinates interventions designed to help students be successful in future academic course work and reduce student academic misconduct.

Responsibilities

- Report to the Director, Academic Learning Centre; some additional supervision from the Executive Director of the Student Engagement and Success
- Provide expertise and advice on matters related to academic integrity via consultations with staff and faculty
- Provide expertise on academic integrity through educational outreach to students, staff, and faculty
- Create resources on academic integrity for students, staff, and faculty
- Develop, deliver academic integrity presentations and workshops to a wide range of groups including international students, students in professional programs, graduate students, and staff.
- Assess and evaluate effectiveness of outreach activities, resources, presentations, and educational programming.
- Create, assess, revise, update course materials within UM Learn and renew course sections for each term.
- Create, assess, revise, update academic integrity website and resources.

- Member and resource for the Academic Integrity Advisory Committee and its working groups.
 - Provide expertise related to significant trends, emergent issues, and practices related to academic integrity beyond the UM, in post-secondary education more broadly
 - Regularly attend and participate in 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
 - Assist during meetings including recording information and follow up on or help to coordinate action items
- Lead or assist with preparations for International Day of Action for Academic Integrity, Student Success Month (October), Orientation, and any other relevant programming.
- Work with different cross functional teams to support various initiatives and events (e.g., First Year Experience, Orientation, Student Success Month, etc.).
- Meet with students as part of the UM's post-discipline process (triage appointments); provide education and instruction on academic integrity; assign educational programming to students.
- Coordinate all post-discipline educational programming for students involved in cases of academic misconduct
 - Liaise with Academic Learning Centre, Student Advocacy and Libraries.
 - Provide guidance, support and training to tutors, librarians, and any others involved in delivery of educational programming.
 - Consult with campus partners (primarily Student Advocacy, Libraries, Academic Learning Centre) regarding student circumstances and educational programming.
 - Correspond with academic units to provide updates on student progress and advise of any concerns.
 - 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 course, Cite Right program, or any other educational programming.
 - Where students are unable to meet learning objectives of educational programming, consult with relevant campus partners to identify steps for moving forward.
 - 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.
- Compile and manage statistics on workshops and post-discipline education.
- Attend and participate in Academic Learning Centre meetings.
- Plan and participate in social media and other communications initiatives such as Instagram takeovers and writing UM Today articles.

Qualifications

MINIMUM FORMAL EDUCATION/TRAINING:

1. 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 University of Manitoba policies and procedures, academic integrity expectations and their application to academic work.
- Knowledge of UM academic supports and services (libraries, etc.).
- Experience delivering presentations and workshop to small and large groups.
- Experience working with sensitive information and maintaining confidentiality.
- Demonstrated ability to quickly and accurately record meeting notes and other information from verbal communications.
- An acceptable equivalent combination of education and experience may be considered.

SKILLS AND ABILITIES:

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

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.