



UNIVERSITY OF WINDSOR
NOTICE OF VACANCY
Managerial & Professional

POSITION TITLE: Academic Initiatives Officer

DEPARTMENT: Office of the Provost

SALARY RANGE: \$91,374.00 - \$103,833.00

The University of Windsor is situated on the traditional territory of the Three Fires Confederacy of First Nations: the Ojibwa, the Odawa, and the Potawatomie. We respect the longstanding relationships with First Nations people in this place in the 100-mile Windsor-Essex peninsula and the straits – les détroits – of Detroit.

WHO WE ARE:

The University of Windsor (the University or UWindsor) is a globally relevant, regionally focused University that welcomes over 16,000 students in a range of comprehensive and research-intensive graduate and undergraduate programs. The University consists of eight academic faculties, which include Arts, Humanities and Social Sciences; Science; Human Kinetics; Education; Law; Engineering; Nursing; and Business. The UWindsor campus is home to a medical program offered by Western University's Schulich School of Medicine and Dentistry. The University employs a passionate and dedicated faculty and staff, numbering approximately 2,500, of whom approximately 600 are tenured or tenure-track faculty.

The University's unique position on an international border between Canada and the United States has contributed to its identity as a diverse university community providing rich cultural, recreational, and educational opportunities for faculty and students. The University is a key player in a wide range of distinctive industrial, entrepreneurial, and cultural activities throughout the City of Windsor and Essex County, and in an evolving network of international academic and industrial partnerships, particularly with leading American universities in Michigan.

Why Join the University of Windsor?

We are committed to creating an exceptional employee experience grounded in well-being, professional growth, and work-life balance. As a valued member of our community, you will have access to a comprehensive benefits package designed to support you and your family, including:

- **Health & Dental Benefits:** Extensive coverage to support preventative care and ongoing health needs.
- **Out-of-Province/Out-of-Country Coverage:** Travel with confidence knowing you are protected beyond Ontario.
- **Pension Plan:** Participation in a pension plan that supports long-term financial security and retirement planning.
- **Tuition Remission:** Reduced-cost tuition to help you pursue further education and professional development (for yourself and dependents up to age 26).
- **Employee Assistance Program (EAP):** Confidential support for mental health, family matters, financial planning, and overall well-being.
- **Toldo Lancer Centre Membership:** Complimentary access to state-of-the-art fitness and recreation facilities on campus.
- **Employee Discounts:** Exclusive savings across a variety of vendor and community programs.

Join an institution that values people, purpose, and lifelong learning — and build a career where you can thrive.

PRIMARY JOB RESPONSIBILITIES:

The Academic Initiatives Officer works closely with the Provost and, at his or her direction, with other members of senior academic administration (Deans, Assistant and Associate-Vice Presidents as well as the Associate Vice-President, Academic). The Officer undertakes major projects related to academic and institutional practice, policy, programming, and research. These projects are driven by the priorities and initiatives of the Provost, and by the following Senate mandated duties of the Provost:

- Be responsible for the continued development of undergraduate and graduate program excellence within the University;
- Be cognizant of the changing attitudes and priorities in government at both provincial and federal levels in education as they pertain to the University of Windsor;
- Take a leadership role in establishing policy for the approval of the Senate in all matters academic pertaining to the University of Windsor; and
- Promote academic development in and among the Faculties and AAUs of the University and act as the coordinator of academic activities.

The Academic Initiatives Officer functions with a high degree of independence and decision making in pursuing extended projects involving stakeholders from across the institution. They will take on special projects or key initiatives that the Provost views as key institutional priorities which require leadership, a mandate that includes strategic initiatives and resolving complex issues. The role will support the work of the Provost, acting in a leadership capacity and when appropriate on behalf of the Provost.

The Academic Initiatives Officer works with the Provost to further foster positive change and progress on strategic priorities, and to ensure that high-priority projects receive focus and attention when the Provost's insight and authority can have the greatest impact. They help to identify areas where leaders should direct their focus, determine metrics for success and ensure that such metrics are regularly revisited in order to assess progress and adjust strategic directions and operational planning.

On assigned projects, the Academic Initiatives Officer researches issues, policies, and practices; analyzes institutional data; consults with other offices as necessary; analyzes policy and labour agreement implications; identifies issues; advises on strategy and communications options; recommends solutions; undertakes research, implements project plans, creates written reports, grants, presentations, and promotional materials; and responds with a high degree of independent judgment to ensure that the priorities and work of the Provost's office can be carried out efficiently and effectively. The incumbent acts as a representative of the Office of the Provost as directed, and as a consultant on issues of policy, strategy, educational practice, curriculum development, and organizational and administrative matters. As directed, the incumbent may also provide support for scholarly activities of senior administrators (e.g., provincial Strategic Mandate Agreement).

The incumbent's work frequently requires knowledge of confidential and sensitive information about staffing, labour agreements in general and specific labour-related conflicts, evolving strategic priorities, and new academic directions, and contributes to the establishment of policy and procedures that have as significant impact on personnel matters both individually and collectively.

ESSENTIAL QUALIFICATIONS:

The successful candidate will:

- Graduate degree in related field (e.g., education, organizational behavior, public administration, social data analysis);
- Strong background in and history of successful project management, preferably in a university context;
- Demonstrated expertise in and experience with change and project management;

- Experience and success in organizing, writing and submitting major grant applications;
- Professional level experience in academic writing and editorial practice, as well as familiarity with peer review procedures and criteria, and other aspects of academic dissemination procedures;
- Expertise in the principles and experience in the application of varied educational research methodologies;
- Experience in the training and management of student employees as they develop into highly qualified personnel;
- Professional experience in institutional and educational research, and strong academic and administrative research skills;
- Advance and display a commitment to anti-racism, Indigenization, equity, diversity and inclusion in all aspects of the academic mission;
- Extensive experience in the application and development of institutional policy including program development, academic governance, hiring practice, and policies and bylaws related to undergraduate and graduate programming, learning, and evaluation;
- Experience in communications and web development;
- Strong ability to conceptualize and articulate complex ideas and structures for a variety of audiences;
- Demonstrated expertise in the principles and practice of academic development, distance education, and open learning, as well as detailed knowledge of the literature;
- The ability to write and publish at a level suitable for non-academic audiences;
- Familiarity with the procedures and principles of academically focused human resources within a collective bargaining context; the principles, procedures and structures of academic governance; and university culture, policies and practice;
- Familiarity with the higher education organizational and political context provincially, nationally, and internationally;
- The capacity for original, critical and creative thinking, based on a detailed knowledge of current international academic development and institutional planning practices in order to identify and justify possible directions and solutions for institutional strategic planning, trouble shooting, and program planning;
- Excellent interpersonal skills;
- Excellent organizational, coordination, record keeping and problem-solving skills;
- Excellent oral and written communications skills;
- Extensive skills in computer applications including Word, Excel, Lotus Notes, PowerPoint, Drupal, and database use;
- Tact, diplomacy, a capacity for confidentiality, and a strong knowledge of campus etiquette.

PREFERRED QUALIFICATIONS:

- Familiarity with learning technologies and their application;
- TCPS Core II research ethics certificate.

Since 1963, the University of Windsor has been a forward-looking community that comes together to study, to learn, to teach, and to serve. Our symbol is the bridge; our vista is cross-border; our commitment is local; and our impact is global. We are a dynamic, inclusive community of higher learning with roots going back more than 160 years and with a future full of promise.

In pursuit of the University's commitment to employment equity, members from the designated groups including women, Indigenous Peoples (First Nations, Métis, Inuit), racialized persons/visible minorities, persons with disabilities, and persons of a minority sexual orientation and/or gender identity are encouraged to apply and to self-identify.

If you need an accommodation for any part of the application and hiring process, please notify the Talent & Workforce Team (employment@uwindsor.ca). Should you require further information on accommodation, please visit the website of the Office of Human Rights, Conflict Resolution and Mediation (OHRCRM).

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

We thank all applicants in advance for their interest in the University of Windsor, however, only those under consideration will be contacted. Applications submitted through employment agencies will not be considered.

THOSE INTERESTED IN THE ABOVE ARE REQUESTED TO APPLY THROUGH UWIN PEOPLE:

**ON OR BEFORE:
Friday October 30, 2026 at 4:00PM**