



Training, Education & Inclusion Officer

Temporary, full-time position (September 1, 2020 to August 31, 2023) , Guelph, ON

Are you a strategic thinker with practical teaching, coaching and mentoring experience, skilled in curriculum, course or lesson plan design? Do you have the expertise and confidence to promote a culture of inclusion, learning and engagement across the University of Guelph? If you're this champion of diversity, human rights, equity and inclusion, we should talk.

Our **Office of Diversity and Human Rights (DHR)** is seeking an experienced professional to lead the development and implementation of proactive diversity, equity and inclusion initiatives that expand DHR's presence on the University of Guelph campus, and assist in reaching an increasingly diverse community.

As **Training, Education & Inclusion Officer**, you'll develop, support and guide the University's education efforts relating to diversity, human rights, equity and inclusion. In collaboration with DHR and senior University leadership, you'll develop, implement and manage the delivery of customized training and educational outreach programs – for students, staff and faculty – that are designed to promote cultural understanding and competency, and a climate of equity and inclusion, while meeting the University's legislated responsibilities and its goals towards fostering connected communities.

This will see you working closely with key stakeholders, from team and community members, to external consultants, to understand and assess learning needs, recommend solutions, implement appropriate delivery systems, as well as develop, manage and lead key learning and learning technology programs and projects for DHR. You will also be responsible for the development, implementation and delivery of strategic training initiatives and activities towards creating and maintaining an inclusive, accessible and safe environment for students, faculty, staff and visitors.

A savvy communicator and skilled writer, you will develop content for publications, online modules, websites, social media and event communications, as well as develop and maintain relationships with multiple stakeholders, including faculty, students, student groups, managers, DHR team members, external vendors, and University of Guelph unions and employee groups.

REQUIREMENTS

To be successful in the role of **Training, Education & Inclusion Officer**, you must have a background that includes:

- A master's degree in sociology, social anthropology, public administration, human resource management or another related field, coupled with at least 5 years of progressive experience working in a cultural engagement, equity and inclusion function.
- High cultural competency and the ability to train others to become more culturally competent.
- Strategic thinking, planning and implementation skills coupled with significant practical teaching, coaching and mentoring experience.
- Substantial knowledge of, and practical experience working with, differentiated instruction frameworks for adult learners, as well as expertise in curriculum/course/lesson plan design.
- Ability to communicate effectively with individuals who may be distressed or emotionally distraught, or who may face other challenges, and to collaborate amongst diverse groups.
- A strong aptitude in written, verbal and non-verbal communication.
- An understanding of research methodologies and critical thinking.
- Intermediate to advanced-level skills in MS Word, Excel and PowerPoint.

NOTE: This appointment is regularly performed on-campus but, due to the COVID-19 pandemic, will be initially fulfilled remotely (off-campus) until the University resumes its regular operations.

The **University of Guelph** (www.uoguelph.ca) is one of Canada's leading research-intensive

comprehensive institutions, with a record of outstanding scholarship in the arts, humanities, social sciences, life sciences, physical and engineering sciences, agriculture and veterinary sciences. This is your chance to join us in our endeavour to improve life.

To view a detailed posting for the role of Training, Education & Inclusion Officer, please go to our website at www.uoguelph.ca/jobs. Applications, quoting **Hiring #2020-0223**, must be sent to: careers@uoguelph.ca.

At the University of Guelph, fostering a [culture of inclusion](#) is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.