

Nipissing University

JOB DESCRIPTION

JOB TITLE:	Prior Learning Assessment and Recognition (PLAR) Researcher
DEPARTMENT:	Office of Registrar
CLASSIFICATION:	Coordinator B
WAGE GRADE:	WG 60
EMPLOYMENT DEFINITION:	Full-time Support Staff (contract)
SUPERVISOR:	Registrar

SUMMARY OF FUNCTIONS:

Reporting to the Registrar, the Prior Learning Assessment and Recognition Researcher is responsible for researching Prior Learning Assessment Recognition (PLAR) models at other universities and colleges, nationally and internationally and developing a model for Nipissing University, that includes process, policies and metrics. Nipissing University currently offers academic credit for successfully completed academic courses. We would like to explore the option of offering academic credit for non-academic experience, PLAR or Prior Learning and Recognition.

Responsibilities will include the research and review of current Alternate Entry Programs / PLARs at other post-secondary institutions across the province and country. This information will be used to create a model for Nipissing. The completed model will be reviewed by current OPAIP eligible students as well as community stakeholder groups to ensure it is equitable and easy to understand and complete. The model will then be presented to stakeholders including both Faculty Counsels, the Provost Counsel and will receive approval through Academic Curriculum Committee at the Academic Senate. Upon approval, the model will be incorporated into promotional materials and implemented across the institution for eligible students.

DUTIES & RESPONSIBILITIES:

Research

50%

- Research Prior Learning Assessment Recognition (PLAR) models at other universities and colleges, nationally and internationally
- Outreach to campus constituents relevant to PLAR development such as: Admissions, Academic Advising, Financial Aid, Office of the Registrar, Student Development and Services, Faculty, etc.
- Compile data to inform and support development of various PLAR strategic initiatives
- Participate in committees and working groups to assist the development of projects through knowledge of, and by presenting information about, PLAR issues
- Assist with the development and implementation of surveys, questionnaires and other tools as they relate to the gathering of key information relevant to development of the PLAR
- Research educational markets and schools with under-represented student enrolment including in more rural areas for PLAR utilization and implementation information

Policy Development

50%

- Develop a PLAR model for Nipissing University, that includes process, policies and metrics
- Facilitate stakeholder consultation on the development of the Policy including but not limited to Faculty, Registrar's Office, Dean's Offices, Student Development and Services
- Facilitate the coordination of the approval process with appropriate bodies at the university
- Provide reports as required to the Ministry of Colleges and Universities

Any other duties as assigned

QUALIFICATIONS:

Education: University Degree

Training and/or experience may be substituted for formal academic training at the discretion of the University.

Training, Experience, Knowledge & Skills Required:

- One to three years of demonstrated ability to perform program assessments and outcomes research
- Familiarity with data management tools and qualitative and quantitative research methodologies
- Demonstrated experience working with academic faculty and student services departments to provide student success communications and supportive programming
- Strong interpersonal skills
- Demonstrated problem solving skills
- Excellent written and verbal communication skills
- Excellent organizational skills
- Ability to work independently with minimal supervision
- Experience working with diverse populations
- Experience creating and managing a program that provides support and assistance to students
- Ability to work under independent initiative, energetically, and well with university students
- Familiarity with transfer articulation agreements
- Experience in facilitating partnerships with constituents from a variety of institutional functional areas (students, student leaders, staff, faculty and administration)
- Comfortable working in an unpredictable and sometimes stressful environment
- Ability to interact, communicate, and build partnerships with students, university staff, and faculty
- Good organizational, interpersonal, conflict mediation, troubleshooting and problem-solving skills

RELATIONSHIPS/CONTACTS:

Supervised by: Registrar

Internal Contacts: Faculty, Staff, Students

External Contacts:

- Students (prospective)
- Nipissing University Student Union (NUSU)
- Departments within the division of Student Development and Services
- Academic Departments
- Universities and colleges
- Community partners

MATERIALS UTILIZED:

- Nipissing University Academic Calendar
- Computer workstation including various software applications
- Standards

PHYSICAL / MENTAL DEMANDS & WORKING CONDITIONS:

- Moderate to high demand on visual and mental concentration
- Sitting for long periods, some standing and carrying materials
- Ability to work flexible hours; must be available to work evenings and weekends as necessary

I have read my position description and it has been reviewed with my supervisor. I understand what my duties and functions are, and I will carry out all of my responsibilities as herein described.

Employee Name (please print)

Employee Signature

Date

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Approvals

Supervisor

Date

AVP, Human Resources and Equity, Diversity & Inclusion

Date