

Nipissing University
POSITION DESCRIPTION

POSITION TITLE:	Manager, Academic Projects and Planning
DEPARTMENT:	Office of the Provost and Vice-President, Academic
SALARY LEVEL:	SL 6
EMPLOYMENT DEFINITION:	Full-time Administration
SUPERVISOR:	Provost and Vice-President, Academic
DATE POSITION CREATED:	Revised March 2026

SUMMARY OF FUNCTIONS:

Reporting to the Provost and Vice-President, Academic, the Manager, Academic Projects and Planning supports strategic academic projects, planning processes, and office operations that advance the University's Strategic and Academic Plans.

Under the direction of the Provost and in consultation with academic leaders, the Manager supports projects and initiatives that advance academic priorities, including those related to the Academic Plan and Operational Plan (APOP). The role supports academic planning, consultation, policy development, and data-informed decision-making in alignment with institutional commitments to equity, diversity, inclusion, accessibility, Indigenization, and a welcoming and inclusive academic environment.

The Manager plays a central role in academic planning by organizing consultation processes, synthesizing materials for the Provost and academic committees, contributing to draft and final planning documents, and supporting alignment between faculty-level initiatives and institutional goals. The role also serves as a primary point of contact for matters related to the Provost, handles sensitive and complex issues with sound judgment and professionalism, and fosters effective working relationships between faculty, administration, and the Provost's Office.

DUTIES AND RESPONSIBILITIES:

Project Administration

65%

- Oversee the Tenure and Promotion processes on behalf of the Provost's Office, ensuring compliance with Collective Agreement provisions, institutional policies, and governance timelines
- Serve as a key procedural resource to Deans, the Tenure and Promotion Committee, and senior leadership by advising on process requirements
- Provide direct procedural and documentation support to the Committee Chair
- Draft decision letters, manage process tracking and timelines, and ensure the effective and consistent administration and integrity of the Tenure and Promotion process, escalating procedural issues as required
- Conduct gap analysis of the process as aligned with the collective agreement
- Advise the Provost on Tenure and Promotion matters for JCAA and/or bargaining purposes
- Support the implementation, tracking, and reporting of the Academic Plan and Operational Plan (APOP), including academic initiatives and planning processes aligned with institutional priorities and commitments to equity, diversity, inclusion, accessibility, Indigenization, and a welcoming and inclusive academic environment
- Analyze institutional data, environmental scans, sector benchmarking, and performance indicators to support evidence-informed academic planning, reporting, and decision-making
- Support the development and review of academic planning documents, academic and governance policies, reports, briefing materials, consultation materials, and related communications, including drafting, revising, and

finalizing documents in collaboration with academic and administrative units

- Monitor priority issues and emerging trends in the postsecondary sector to inform academic planning, briefing materials, and recommendations
- Act as a resource person for the faculty to ensure the permanence of services and the accuracy of information
- Lead and support assigned academic projects, ensuring appropriate follow-up, documentation, and timely completion
- Ensure the development and provision of templates to support clarity and consistency in academic and policy work
- Represent the Provost at meetings, as assigned
- Organize and support academic planning consultation processes with Deans, academic leaders, committees, faculties, and other contributors to promote alignment between faculty-level initiatives, unit plans, Senate and Board priorities, and the University's strategic and academic plans.
- Provide strategic analysis, briefing materials, and recommendations to the Provost and senior academic leadership

Academic Relationship Stewardship and Communication

20%

- Support the building and maintaining of positive relationships with administrative offices across the University as well as internal and external colleagues
- Identify and resolve communication issues, gaps, or risks related to academic projects, planning processes, and Provost's Office initiatives
- Develop and support communication strategies that promote clarity, consistency, timely engagement, and alignment among academic and administrative contributors

Office Management

10%

- Manage the day-to-day operational activities of the Provost's Office and provide administrative leadership on a broad range of highly confidential and sensitive matters, including labour relations
- Supervise and provide leadership to the staff of the Provost's Office
- Participate in the hiring of new employees, provide training, and oversee the orientation within the department
- Participate in the Annual Performance and Development Process
- Develop, direct, and control projects and monitoring mechanisms in close collaboration with different services and faculties to assist with the improvement of the university's competitive position

Budget Management

5%

- Ensure prudent management of allocated financial resources and oversee purchase card expenses
- In collaboration with the Provost, oversee departmental spending and the management of the Provost's financial operations

Any other duties as assigned.

QUALIFICATIONS:

Education: Graduate degree in a relevant discipline is required (with a demonstrated focus on Communication/Public Relations).

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

Training, Experience, Knowledge & Skills Required:

- Minimum 5 years of recent and related experience in a university environment
- Knowledge of and engagement in Quality Assurance processes, academic program and curriculum changes, and active involvement in supporting academic and institutional change processes
- Demonstrated knowledge of and experience in undergraduate and graduate program structures, standards, and expectations across the full range of programs within a University environment
- Ability to identify complex and emerging issues, organize effective analysis and consultation processes, and develop recommendations that align with institutional priorities and support informed decision-making
- Knowledge and understanding of the university governance processes, administrative structures, institutional policies, funding of faculties and services, study programs, research, and the culture specific to each faculty, service, and group of staff, etc.
- Superior oral and written communication, interpersonal, and leadership skills
- Strong analytical, organizational, and critical-thinking skills, including the ability to synthesize complex information and present it clearly for decision-making
- Ability to develop creative solutions, analyze options, and work through details required to successfully complete projects
- Exceptional attention to detail and accuracy
- Ability to work independently with a high level of tact and in a consultative and collaborative manner
- Ability to work under pressure
- Ability to manage complex and long-term projects, balance competing priorities and deadlines, and see projects through to successful, timely completion
- Knowledge of academic planning, performance evaluation frameworks, project management, and organizational change, including experience developing objectives, strategies, initiatives, and performance indicators.
- Experience in team leadership, problem-solving, and conflict resolution
- Strong ability to analyze, interpret, and present statistical data in a clear and accessible manner
- Demonstrated integrity, reliability, sound judgment, teamwork, and initiative

RELATIONSHIPS/CONTACTS:

Supervised by: Provost and Vice-President, Academic

Workers Supervised: Executive Assistant to the Provost and Vice-President Academic

Internal Contacts: Students, staff, faculty

External Contacts: Ontario Universities Council on Quality Assurance

MATERIALS UTILIZED:

- Office equipment
- Senate policies and procedures
- Quality assurance policies and procedures
- Academic Calendar
- Collective agreements
- Budgets
- Other relevant university policies and procedures

PHYSICAL/MENTAL DEMANDS & WORKING CONDITIONS:

- Considerable visual and mental concentration

- Sitting, standing and walking
- Comfortable office with separate work station
- Frequent interruptions

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

Human Resources

Date