UNIVERSITY OF WATERLOO

FACULTY OF ENGINEERING | Systems Design Engineering
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Job Title:	Leadership Coach in Residence
Department:	Systems Design Engineering
Reports To:	Biomedical Engineering Graduate Program Director
Jobs Reporting:	None
Stipend:	$80,000 plus benefits
Effective Dates:	June 1, 2025 to May 31, 2026

Objective

Leadership professional sought to serve a 12 month, full-time contract in the Biomedical Engineering Graduate Program in the Department of Systems Design Engineering at the University of Waterloo.

Background

The Leadership Coach in Residence (LCiR) is a initiative in the newly launched Biomedical Engineering Graduate Program in the Department of Systems Design Engineering at the University of Waterloo. The primary role of the LCiR is to design, develop and deliver the Professional Attributes and Competence Enhancement (PACE) modules for the Biomedical Engineering (BME) graduate program but also to advance biomedical research and innovation competence broadly at the University of Waterloo. These modules will primarily focus on professional development skills and include topics such as research design and planning, professional presentations and scientific writing. PhD students will receive additional training in developing research plans and in writing grant and business proposals. Additionally, the LCiR will be responsible for organizing and executing a 2-day PACE training event each term (open to all interested students at the University of Waterloo when capacity allows), the BME Grad Seminar Series, and the annual BME Research Day all under the direct guidance of the BME Graduate Program Director and with the support of the Academic Services Coordinator.

Key Accountabilities

PACE Module Design and Development

- Under the supervision of the BME Graduate Program Director, independently design and develop five Professional Attributes and Competence Enhancement (PACE) modules in the areas of research design and planning, professional presentations, scientific writing, vision development as well as proposal writing and peer review
- Research and evaluate best practice and existing methods for teaching oral and graphic communication to engineering graduate students
- Apply expertise in teaching pedagogy to advise on the creation of effective learning outcomes, activities and tasks, and assessment strategies
- Participate in the program committee to help guide module development

- Manages their own development work, including tracking and communication of progress towards milestones and deadlines
- Enrich the student experience through the development of multi-media instructional aids such as videos, demonstrations, web content, etc.
- Create module manuals and resources for future use by others
- Liaise with the Program Coordinator of the NSERC CREATE program, Training in Global Biomedical Technology Research and Innovation, to integrate training elements from that initiative into PACE as appropriate.

PACE Module Delivery and Evaluation

- Organize and execute the 2-day PACE event each term
- Evaluate student deliverables and provide feedback in a timely manner
- Maintain student manuals, materials and instructions in online content management system
- Use quantitative and qualitative methods to assess achievement of learning outcomes
- Communicate results of assessment to program directors and program committee

Event Management

- Organize and oversee the BME Graduate Seminar Series on a bi-weekly basis
- Arrange for guest speakers and presenters related to BME research or professional development
- Organize and oversee the annual BME Research Day including keynote speakers, poster presentations, oral presentations and community building activities.

Other Duties

- Participates in special projects (e.g. curriculum development, faculty-wide initiatives, special reports, etc.) as assigned by the Lab Director, Program Director, or Department Chair
- Participation in recruiting and outreach events
- Communicates PACE successes and outcomes to the PI of the NSERC CREATE program for Training in Global Biomedical Technology Research and Innovation for the purpose of reporting and promoting the NSERC CREATE program.

Qualifications

Education

- A graduate degree in any field is required with preference given to a background in biomedical engineering.

- Courses, training, certification/degree, or equivalent experience in Career Development, Education, Adult Education, Curriculum Development, Instructional Design, Student Affairs, or a related field would be an asset

Experience

- 2+ years experience applying sound pedagogical content design, development and delivery at a post-secondary level
- Experience in research, research methodologies/planning, scientific writing, grant applications, etc.
- Demonstrated experience with communication of content-rich material
- Applied experience in teaching and facilitation of in-person and online material
- Experience with high-volume resource management and scheduling, and prioritizing competing demands

Knowledge/Skills/Abilities

- Proven aptitude for teaching and a demonstrated interest in working with students in a professional manner to provide professional advice and instructional material
- Must have a strong sense of pedagogy and how it is applied to diverse and changing student groups
- Demonstrated ability to work independently and as part of a team within a busy and dynamic environment
- Excellent and demonstrable oral and written communication skills, including strong documentation and presentation/facilitation skills
- Excellent interpersonal, analytical, research, organizational, and creative problem-solving skills
- Proficiency with Microsoft Office suite and visual communications software programs
- Ability to develop and coordinate projects, delivering quality programming while meeting deadlines
- Ability to manage own schedule and balance competing priorities in a fast-paced work environment
- Understand best practices in equity diversity and inclusion (EDI) and the ability to apply this knowledge in research design and content creation

Application

Letters of interest, an accompanying C.V./resume and a teaching dossier (if available) should be submitted as a single PDF to the Department of Systems Design website by April 30, 2025. Review of application will continue until the positions are filled.