

MANAGER OF EDI & STUDENT EXPERIENCE

APPLICATION DEADLINE: JUNE 24, 2022



Manager of EDI & Student Experience

ABOUT ONTARIO UNIVERSITY ATHLETICS

Ontario University Athletics (OUA) is the governing body of university sport in Ontario and a recognized leader and contributor to the Ontario and Canadian Sport System. Comprised of twenty universities across Ontario, OUA delivers a diversified sport model that achieves excellence in competition, fair-play, ethical leadership, equitable opportunities, and high-quality student-athlete experiences within an educational environment.

POSITION DESCRIPTION

Reporting to the Chief Operating Officer, the **Manager of EDI & Student Experience** is responsible for the direct management and administration of student-focused/specialized programming for the OUA, including but not limited to oversight of the EDI, BBI, WIS, and Safe Sport (including Rowan's Law) portfolios, as well as related events and training.

The **Manager of EDI & Student Experience** will be responsible for the management, oversight, and performance evaluation of applicable contract staff and seasonal interns. This person will be responsible for supporting the ongoing delivery of student experience plans and associated member relations and will manage and oversee data collection and surveys related to the student experience portfolios.

In this role, the **Manager of EDI & Student Experience** will provide ongoing guidance, oversight, administration, interpretation, and support for Institutions, Coaches, Officials, and Student-Athletes related to applicable OUA policies and procedures.

Key Responsibilities:

- Ensure all communications relating to EDI and Safe Sport programming are completed accurately and on time.
- Ensure the operationalization of any programming and policies relating to EDI and Safe Sport.
- Provide expertise and advice to internal and external community regarding EDI- and Safe Sport-related matters.
- Ensure information on policies and programming is available, up to date, and well communicated to members.
- Provide guidance, oversight, and administrative support for Institutions, Coaches, Officials, and Student-Athletes.
- Responsible for the management, oversight, and performance evaluation of seasonal interns.
- Support administration of EDI Award processes.
- Implement strategic plan action items relating to EDI, BBI, WIS, and Safe Sport, ensuring appropriate communication with internal and external stakeholders.

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- Responsible for liaising with Members on all aspects of the portfolio (e.g., Satisfaction Surveys, Campus Groups, etc.).
- Develop relevant education and training opportunities on the student experience portfolio.
- Manage complaints relating to EDI and Safe Sport.
- Work closely with the EDI Advisory Committee and BBI and WIS Ad Hoc Committees.
- Support Championships and special events as needed.

Qualifications Include:

- Personal qualities of integrity, credibility, and dedication to the mission of OUA.
- University degree, college diploma, or combination of education and experience in Sport Management, Kinesiology, or equivalent related field required. Masters preferred.
- Strong writing skills and a proficiency with Microsoft Office (Word, Excel, PowerPoint, Outlook)
- 3-5 years of experience in EDI and/or Safe Sport management.
- Strong understanding of the university sport landscape in Ontario and Canada. Previous experience working in post-secondary sport preferred.
- Experience managing a team of staff, interns, and volunteers.
- Strong problem solving and critical thinking skills.
- Ability to work in a fast-paced environment.
- Experience in curriculum development and delivery, preferably from an EDI and/or Safe Sport context.
- Bilingualism is an asset.

Interested applicants should submit a cover letter and résumé to employment@oua.ca.

**Proof of vaccination against COVID-19 is required upon hire
Must be legally eligible to work in Canada**

For more information about Ontario University Athletics, visit www.oua.ca

Application Deadline: Friday, June 24, 2022

OUA is committed to employment equity and diversity in the workplace and welcomes applications from women, racialized/visible minorities, Indigenous Peoples, persons with disabilities, and 2SLGBTQ+ persons.