



BCGEU POSITION DESCRIPTION

POSITION TITLE: Partnered Academic Activity Specialist	JOB NUMBER: 872
REPORTS TO: Special Advisor, Strategic Initiatives	INCUMBENT:
DEPARTMENT: Office of the Provost	DATE CREATED: November 2025
JOB CLASS: 14	DATE REVISED: N/A

PRIMARY FUNCTION

The Partnered Academic Activity Specialist is responsible for supporting partnerships that enable academic activities at KPU by acting as a liaison and supporting the administration and functioning of these relationships. These partnerships include, but are not limited to, those facilitating Work-Integrated Learning (WIL), and those essential to program development as represented by KPU's Program Advisory Committees (PACs).

JOB DUTIES AND TASKS

Outreach & Collaboration

1. Identify and communicate with current and potential new partners, community, and industry groups that optimize and improve academic outcomes for KPU students.
2. Lead and coordinate special projects related to partnered academic activity.
3. Understand and respect the current partnered relationships at KPU and consult with others before reaching out to partners, when appropriate.
4. Sustain and strengthen strategic partnerships, ensuring alignment with organizational goals, and ensuring clear communication with Dean's offices and other internal offices.
5. Prepare reports for committee members, Deans, partners, and other key parties on progress and established targets of project deliverables.
6. Develop logistical support and oversee the planning and hosting of on- and off-campus events, meetings, and tours for various internal and external audiences.
7. Act as a representative of KPU in attending university committees and in attending select partner and community events and initiatives.
8. Provide onboarding and training to new program advisory committee members.



Meetings & Administration

9. Attend scheduled advisory committee meetings to support and engage with industry professionals, community leaders and academic representatives.
10. Coordinate committee meetings by initiating and formulating meeting agendas, scheduling and participating in meetings, liaising with committee chairs and other key members, and preparing correspondence as needed.
11. Accurately record, transcribe, revise and distribute minutes, liaising with committee chairs and other key members.
12. Receive, open, and distribute correspondence relating to committee business, as appropriate, including following up on action items.
13. Facilitate the maintenance and development of office systems, recommending and implementing changes. Provide recommendations for streamlining processes and improving efficiencies in partnered academic activities.

Data, Document, and Information Management

14. Develop, manage, and maintain multiple, shared databases and complex documentation including, but not limited to, MS Teams and Excel spreadsheets, tracking project and workflow statuses, providing communication updates and follow-up with Deans and relevant internal and external key parties.
15. Develop new knowledge around the use of emerging tech platforms, such as MS Power Automate and other AI tools.
16. Set up document management systems and ensure quality and integrity of data entered. Provide information, guidance and advice in the development of new and enhanced systems.
17. Oversee the development of tracking mechanisms that integrate with existing structures for data collection for all partnerships associated with partnered academic activity.
18. Track communications, presentations, meetings, and the outcomes of interactions within a dedicated management system.
19. Compile information and analyze data to produce reports, contracts, forms and memos for distribution to appropriate internal and external personnel.
20. Ability to act as the final authority in finalizing some documents, with close attention to detail.
21. Develop, (re)design, produce, and implement marketing, as well as web, print, and digital communication and promotional materials for KPU and external partners, including forms and templates, newsletters, presentation materials.
22. Develop, (re)design, implement, and maintain Work-Integrated Learning and advisory committee websites, including such systems as WordPress, Drupal, and SharePoint.



Other Duties

23. Coordinate timesheets and supervise student assistants in support of partnered academic activities, when needed.
24. Contributes to and promotes a safe, respectful, and inclusive work environment by adhering to University policies and procedures and completing mandatory training programs.
25. Other duties as assigned.

SUPERVISION RECEIVED:

This position reports to the Special Advisor, Strategic Initiatives.

SUPERVISION/DIRECTION EXERCISED:

This position responsible for providing supervision or guidance for up to 2-3 incumbents at any given time, including student assistants and volunteers. Supervision includes:

Establish goals and objectives, assign tasks, and monitor work progress. Monitor and assess overall project performance. Provides onboarding and training to new advisory committee members.

PHYSICAL ASSETS/INFORMATION MANAGEMENT:

Develop and produce content for internal and external use.

Organize, develop, coordinate, and maintain website(s), database(s), filing systems, and catalogues of partners, engagement opportunities, communications, and meeting records.

Maintenance and monitored dissemination of confidential or sensitive documentation and information.

Research and gather information and data from a variety of internal and external sources.

FINANCIAL RESOURCES:

Approval of timesheets for student assistant(s), when designated.

Ensure budgets for events are not exceeded.

Oversee the purchase of services and supplies up to a set limit.

The above statements reflect the general details considered necessary to describe and evaluate the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.



EMPLOYER REQUIRED KNOWLEDGE SKILLS AND ABILITIES

- Demonstrated experience in project management and planning skills. Demonstrated ability to successfully plan and coordinate activities and projects and provide leadership and direction to team members.
- Demonstrated ability to accurately record and transcribe meeting minutes. Experience with Robert's Rules of Order or Parliamentary Procedure is considered an asset.
- Demonstrated high level of organizational, time and workload management skills, including the ability to prioritize to meet deadlines.
- Exceptional problem-solving skills, with the ability to effectively prioritize tasks in an office environment with frequent interruptions and changing demands.
- Ability to handle confidential information, understanding of university process, understanding of political milieu.
- Sound knowledge of planning and organizing special events.
- Sound knowledge of academic disciplines, programs and terminology.
- Possession of a valid driver's license and access to a vehicle is required. Travel to attend events and meetings may occur outside normal business hours, including evening and weekends.
- Excellent communication skills including the ability to communicate effectively and patiently with a diverse range of people and situations, both in writing and verbally.
- Demonstrated ability to build and maintain relationships with internal and external partners/collaborators.
- Ability to work independently, displaying initiative and discretion to meet changing priorities and to work on multiple tasks simultaneously.
- Demonstrated ability in data gathering, analysis and report writing to support evidence-based decision making.
- Demonstrated ability to perform advanced word processing skills (50 words/minute) with a high degree of accuracy and aesthetics in formatting. Ability to act as the final authority in finalizing some documents.
- Demonstrated ability to use conditional formatting and formulas in MS Excel, with attention to detail and aesthetics in formatting.
- Proficiency in MS Office suite, Outlook SharePoint, MS Forms and ability to learn emerging technologies such as MS Power Automate.
- Demonstrated ability to maintain confidential information as well as exercise discretion and strong judgment in handling sensitive information. Ability to deal with sensitive situations that call for the use of diplomacy, tact, and professionalism in the delivery of information and explanations.
- Strives for continuous improvement and encourages the same in others.

EMPLOYER REQUIRED EDUCATION & EXPERIENCE

- Bachelor's degree, or related background.
- Two years of experience in project management
- Experience with Work-Integrated Learning at a post-secondary institution considered an asset.

Knowledge Skills & Abilities revised:
