OVERVIEW
The Electrical and Computer Engineering (ECE) Innovation Stream, dubbed ECEi, was launched in 2015 to respond to the Canadian demand for entre/intra)preneurial engineers who can build a future of efficient innovation and rapid-growth economy. ECEi blends FEAS curriculum with that of Queen’s Smith School of Business to augment the technical content and rigour of contemporary ECE programs with the foundations of business, innovation, and entrepreneurship essential to both start-up culture and innovative mature corporations. ECEi is a first in many ways. For instance, the two distinct streams for electrical (EE) and computer engineering (CE) create direct entry to the ECE department while maintaining alignment with the common first-year programming at the Faculty of Engineering and Applied Science (FEAS).

JOB SUMMARY
Reporting to the Department Manager, and taking work direction from others (e.g. Department Head, Associate Head, Engineer in Residence), the Electrical and Computer Engineering (ECE) Innovation Stream Program Manager is responsible for the planning, through to the execution of the ECEi Course portfolio providing specialized advice to industry partners and students in entre/entrepreneurial skills and effectiveness. This role will also mentor students on challenges and opportunities relating to entrepreneurial culture and will actively recruit and maintain entrepreneurial opportunities both on and off campus.

The ECEi Program Manager provides guidance to students working on projects associated with these courses and will travel with students to attend final presentations for industry partners to support students and to continually foster the development of client relationships. ECEi leads yearly improvement initiatives for the design spine courses based on course evaluation feedback data and CEAB requirements. The incumbent assists in the delivery of the courses, which may include supporting lectures and tutorials, and working with course instructors to coordinate various design deliverables. There may be opportunities to for separate industry-specific content teaching appointments.

This position will require the incumbent to travel and will require occasional work in the evenings and/or weekends.
KEY RESPONSIBILITIES

- Examines the current ECEi program curriculum for strengths and weaknesses, continuously evolving, modifying and improving existing courses based on feedback from faculty and students, as well as external data, e.g. market trends and industry information.
- Assist ECE Faculty with designing, establishing and monitoring new ECEi courses that will combine a technical foundation in engineering with business skills relating to innovation, entrepreneurship, and start up culture.
- Liaises with counterparts in related units, including Queen's Smith School of Business, other FEAS departments, Queen’s innovation and entrepreneurship units and networks to establish connections with counterparts to better foster top quality programming within ECEi and extending to other units.
- Manages the work of the ECEi Coordinator to ensure seamless operations and administration for the program.
- Supports content development by researching and understanding academic elements of the ECEi stream. Provides feedback to Department Head or Delegate on stream design and delivery. Investigates and reports on best practices of entrepreneurial offerings within Queen's as well as other institutions.
- Identify, develop and maintain strategic relationships with Industry Partners within North America and lead the recruitment of at least 25 Industry Partners for each academic year.
- Review student research project topics and provide guidance throughout the execution of the projects to ensure that outcomes are consistent with client satisfaction and the University’s reputation.
- Maintains communication with the ECEi Coordinator, ECEi Faculty Advisor, and departmental staff on student matters relating to enhancement and development of the ECEi program.

REQUIRED BACKGROUND

- Bachelor’s degree in engineering, or other related area, combined with previous work experience in business or entrepreneurship.
- Understanding of the academic environment and university policies and faculty regulations with a thorough knowledge of undergraduate degree programs, academic regulations, policies and procedures, and student related services considered to be an asset.
- Exceptional experience in entrepreneurship and innovation field.
- Registration with the Professional Engineers Ontario (PEO) is an asset.
- Consideration will be given to an equivalent combination of education and experience. Proficient with Microsoft Windows Environment; Microsoft Office (Word, Excel, Access, PowerPoint, MS Project).

SPECIAL SKILLS

- Ability to take initiative, work with minimal supervision, make independent decisions, and prioritize work despite frequent conflicts and time constraints.
- Ability to use resourcefulness and initiative to recognize problems and offer creative solutions.
- Excellent interpersonal and communication (verbal and written) skills, with an ability to work productively and professionally with people at all levels (e.g. students, faculty, administration, and counterparts in other units).
- Excellent organizational skills, with demonstrated ability to manage multiple or competing tasks while maintaining a strong-attention to detail.
- Strong relationship building skills combined with an ability to develop and proactively use networks to build rapport, mutual trust, and support from others.
- Client service orientation to understand, interpret, and respond to, student needs and expectations proactively.
- Excellent presentation and group facilitation skills with an ability to adapt communication style to diverse audiences (e.g. student, faculty and/or processional partners).
- Ability to work as part of a team with demonstrated flexibility and willingness to adapt and do what is necessary to assist and support others (e.g. students).
- Demonstrated commitment to promoting a diverse and inclusive work environment.
- Interpersonal skills with an ability to work with many different individuals (e.g. staff, faculty, students, stakeholders).
- Strong written and oral communication skills to lead course production discussions, and pursue ongoing communication with Industry Partners and other stakeholders during course development and revisions. Enthusiasm for working with and coaching students.
- Strong organizational and time management skills.
- Effective interpretive, analytical and problem-solving skills.
- Ability to establish effective professional networks to facilitate Industry partnerships.

**DECISION MAKING**

- Monitor, make recommendations and implement improvements to processes and plans (short and long-term) for the ECEi stream; anticipate, analyze and solve problems proactively.
- Identifies and recommends specific academic activities to be incorporated into all years of ECEI to better meet the needs of students, ensuring appropriate background information and/or research to support recommendations.
- Determines priorities and makes decisions about staff utilization and the assignment of work to achieve optimum efficiencies and productivity.
- Prioritizes work and time and decides upon the most important task among several.
- Decides how to deal with new information at hand. If appropriate, reports on data and decides best format for distribution.
- Recommends changes and improvements to systems (e.g., team events, weekend hackathons, etc) or processes to better meet the needs of students.
- Allocate time, prioritize tasks and determine project workflow to ensure that that the expectations of Industry Partners are met.
- Evaluate safe work practices within student team projects.
- Decide on and manage website content for course websites.
- Ensure travel plans meet university’s policies and safety regulations.
- Approve student team budgets.
• Make day-to-day decisions pertaining to student related matters, such as team dynamics.
• Decides when intervention or support is needed to meet completion deadlines, involving others as required.
• Decide on priority of competing tasks and deadlines.

RESEARCH ASSESSMENT QUESTIONS:
1. Is this position technical in nature in a teaching or research lab or lab-related area?
   ☐ NO ☑ YES

2. Does this position support a research project?
   If yes, indicate name of the project:
   ☐ NO ☑ YES

3. Does this position report directly to a Principal Investigator (PI)?
   If yes, indicate name of the PI:
   ☐ NO ☑ YES

SIGNATURES:

Incumbent

Manager

Department Head/Director or Designate

Date