



BCGEU POSITION DESCRIPTION

POSITION TITLE: Academic Integrity Strategist **JOB NUMBER:** 816
REPORTS TO: Director, Flexible Learning and Academic Integrity
INCUMBENT:
DEPARTMENT: Office of Teaching and Learning **DATE CREATED:** March 2022
JOB CLASS: 14 **DATE REVISED:**

PRIMARY FUNCTION

The Academic Integrity Strategist develops educational resources and programs in support of academic integrity and serves as a resource to students, faculty, and instructional staff. This position acts as a liaison to and subject matter expert in support of KPU Faculties on issues of policy, procedures, and emerging issues in academic integrity.

The Academic Integrity Strategist develops and implements education and prevention strategies in support of growing a culture of academic integrity, based on an understanding of root causes. This role makes recommendations to the Director, Flexible Learning and Academic Integrity on strategic directions and recommends budget allocations.

JOB DUTIES AND TASKS

1. Develops, coordinates, and delivers academic integrity programs and initiatives (e.g., student ambassador programs, academic integrity week) and events (e.g., workshops, webinars, communities of practice) in support growing a culture of awareness, education, and prevention related to academic integrity.
2. Provides expertise on issues of academic integrity to support students, particularly by developing proactive, prevention-focused strategies and resources that address the real challenges and opportunities that lead to academic integrity violations.
3. Strategizes the best approaches to student-focused academic integrity education by working in collaboration with various KPU units (e.g., Kwantlen Student Association, KPU International, The Learning Centres).
4. Acts as a liaison and strategic advisor to faculty and instructional staff, and advises management (e.g., Director, Flexible Learning and Academic Integrity, Associate Deans) on regulations, policy, investigation and restorative justice procedures, and emerging issues in academic integrity (e.g., technological innovations, contract cheating, etc.).
5. Conducts proactive research into emerging and ongoing challenges related to academic integrity to understand how these impact policies, procedures, investigations and how they can be effectively addressed.
6. Coordinates and supports the work of Academic Integrity Investigators, work-study/practicum students, and/or student assistants.
7. Gathers and analyzes data from faculty units in support of developing statistics about academic integrity at KPU.



8. Strategizes and leads the implementation of change (e.g., new policies, procedures, or student support) across KPU.
9. Recommends funding allocations for academic integrity initiative budgets.
10. Contributes to and promotes a safe, respectful, and inclusive work environment by adhering to University policies and procedures and completing mandatory training programs.

SUPERVISION RECEIVED:

This position reports to the Director, Flexible Learning and Academic Integrity

SUPERVISION/DIRECTION EXERCISED:

This position may supervise student assistants and casual employees.

PHYSICAL ASSETS/INFORMATION MANAGEMENT:

This position is not responsible for managing physical assets. This position manages listservs and maintains statistics of academic integrity violations.

FINANCIAL RESOURCES:

This role makes recommendations on budget allocations for academic integrity initiatives to the Director, Flexible Learning and Academic Integrity. This role also develops and manages contracts, invoices or timesheets for contractors and students working on academic integrity initiatives.

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

- Thoroughly knowledgeable in and has proven experience with academic integrity issues, policies, procedures, and the development and coordination of institutional programs in support of academic integrity.
- Excellent analytical and problem-solving skills
- Demonstrated ability to propose and develop programs in support of academic integrity independently and to tactfully and resourcefully problem solve issues as they arise
- Experience of working with faculty councils, departments, student unions, and units across the academic institution
- Ability to prepare outstanding reports and presentation materials
- Excellent and professional communication and interpersonal skills, and demonstrated ability in communicating with diverse stakeholders
- Outstanding presentation skills

EMPLOYER REQUIRED EDUCATION & EXPERIENCE

- 3-5 years of experience in a professional support role in higher education
- Master's degree in a related discipline, or an equivalent of education and experience
- Experience in conducting academic integrity investigations or developing academic integrity supports is an asset



- Instructional experience is an asset

Knowledge Skills & Abilities revised:
