

Program Coordinator (Term) – 0.75 FTE – Competition U2-21/22 – Warman Campus

Reporting to the Region Manager, the Program Coordinator (0.75 FTE) is primarily responsible for the delivery, coordination, evaluation and promotion of assigned programs and the creation of learning environments marked by excellence. This position will provide leadership and direction to staff ensuring a work environment that is conducive to teamwork and efficient delivery of College programs and services. The Program Coordinator will assist with identifying community needs, developing partnerships, developing new programs and coordinating assigned events.

This position is a term beginning as soon as possible until January 3, 2023.

Responsibilities

- Participate in the program planning process.
- Develop, balance, coordinate and monitor program budgets and expenditures.
- Develop and implement program schedules.
- Develop hiring plans and participate in the recruitment and selection process for assigned positions.
- Participate in college functions, such as student orientation, graduation and scholarship reception.
- Understand and promote quality control and quality assurance measures.
- Facilitate student and course evaluations.
- Address issues with students and instructors as they arise and assist in resolving conflicts.
- Ensure the program delivery meets or exceeds the brokerage college and student expectations.
- Support faculty in creating a successful learning environment, including promotion of Cultivating Teaching Excellence initiatives.
- Monitor the student experience ensuring a positive and successful learning environment.
- Monitor student progress throughout the program year.
- Collaborate with instructors, educational assistants, and student services to address academic progress issues and implement accommodations and student supports.

Knowledge, Skills, Abilities, and Education

Candidates must be able to demonstrate:

- Effective interpersonal and communication skills
- Extensive knowledge of the industry in which the students will work
- Knowledge of adult education
- Proven organizational skills that allow handling multiple projects at the same time while ensuring that the details in each project are dealt with in a timely fashion

Education

- The minimum educational qualification for this position is a relevant four-year Bachelor's Degree, or academic equivalent. This education would typically provide knowledge in post-secondary education, business, budgeting and proposal writing.

Experience

- The minimum amount of practical, related experience required to perform the duties of this position is two (2) years. Experience in the post-secondary education setting is an asset.
- Teaching experience in a post-secondary institution is an asset.

For additional information please contact Jill Jenkins, Region Manager at (306) 242-5377 or (306) 231-5507.

Send resume and cover letter, quoting competition #U2-21/22 by July 28, 2021 by 4:00 pm to:

gpcchr@greatplainscollege.ca

The successful applicant will be required to complete a criminal background check that is satisfactory to Great Plains College.