



CAREER OPPORTUNITY

EXTERNAL ONLY

Classification: Field – Level 7

Title: Coordinator – Business & Industry, Contracts and Community Engagement

Location: Meadow Lake

Competition #: 84-ML-2122

Date Posted: May 18, 2022

Closing Date: Position remains open until filled

Start Date: ASAP

Salary Range: As per the Collective Agreement Appendix A

Full-Time, Permanent

The commencement of this position is subject to funding decisions, which are beyond the control of North West College, and therefore subject to change. This is an in-scope position.

Main Responsibilities:

Reporting to the Vice-President, Academics, the Program Coordinator is responsible for planning, budgeting, organizing, developing, delivering, and promoting education programs. The Coordinator will develop an effective network of business and industry contacts, perform an inclusive needs identification process, implement a consultative sales approach, and link clients to College programs, courses and services that meet the needs of clients. In order to successfully meet the goals and objectives of the College's internal and external clients, the position takes the lead role and responsibility for monitoring, guiding, evaluating, meeting enrollment targets, and managing the assigned program area. The position has a key role and responsibility for engaging First Nation communities, as well as community based organizations. The Coordinator's responsibilities are:

- ◆ Identifies education program goals and objectives consistent with the College strategic plan.
- ◆ Conducts needs assessment and consults with business and industry, community organizations, First Nations communities, program partners and sponsors to determine education programming that meet training needs.
- ◆ Employ effective consultative techniques including pre-call planning and productive questioning strategies that lead to positive relationship building.
- ◆ Develops partnerships by participating in meetings and discussions with stakeholders such as co-workers, clients, agencies, government departments, business and industry, educational institutions, partners in program development and delivery, First Nation communities and aboriginal organizations
- ◆ Ensures that internal and external stakeholders develop an understanding of program availability, intake processes and financial policies.
- ◆ Researches, develops, recommends, implements, and evaluates proposals and related contracts as required to best protect the interests of the College.
- ◆ Determines program-staffing requirements and ensures Instructor resources that are engaged to deliver courses have the requisite accreditation.
- ◆ Supervises Instructional staff including but not limited to directing workflow, monitoring quality of work, orientation, coaching, performance assessment and assignment of scheduled days.
- ◆ Monitors Instructor staff hours in accordance with established budget.
- ◆ Assists Instructors in addressing student learning difficulties and issues, attendance issues and classroom participation matters.
- ◆ Evaluates education programming to determine if programming is meeting trends, client needs and identifies any corresponding gaps.
- ◆ Develops and prepares education program plans including program design, curriculum framework, evaluation criteria and success measures, delivery methodology and budget.
- ◆ Develops and prepares education program delivery plans including participant capacity, course materials, class location, schedule and teaching delivery equipment and technology.
- ◆ Monitors quality of program delivery to ensure delivery meets program design, established curriculum, adult education principles and that it operates within College policies, procedures and budget.
- ◆ Ensures health and safety protocols are followed as per College procedures.
- ◆ Conducts student application evaluation and determines student acceptance.
- ◆ Performs student management activities including the initiation and management of student performance contracts and making the determination on student suspensions or terminations.
- ◆ Develops and prepares education program and individual course information and schedule detail for the purposes of promotion and communication material.
- ◆ Collaborates with other College staff and partners to facilitate program objectives, improve the quality of programs and enhance the College's effectiveness and image.
- ◆ Conducts regular and ad-hoc internal and external institutional research as directed by the Manager, External Development and Corporate Services.
- ◆ Performs other responsibilities as may be assigned to contribute to the success of student learning and a positive participation experience.

Qualifications, Skills, Abilities and Experience:

- ◆ A recognized Bachelor's Degree in Commerce, Administration or a related business degree with specific course content in budgeting, research, needs assessment, program/project development and implementation
- ◆ Minimum two years' experience in negotiating with partners and sales or project management
- ◆ A combination of relevant experience, education and demonstrated competency in dealing with the main responsibilities listed above may also be considered.
- ◆ Knowledge of best practices in the selling of products or services or aptitude and enthusiasm for the process of investigating, creating and fulfilling customers' needs.
- ◆ Knowledge of the principles contained in organizational policies and procedures and collective bargaining agreement terms and conditions and ability to communicate to staff to assist them in working effectively.
- ◆ Knowledge of the Saskatchewan Employment Act and the ability to apply the legislation to the work environment
- ◆ Knowledge of the principles of assessing performance including coaching others for success in their roles
- ◆ Technological proficiency and strong working knowledge of the internet, mobile technologies and computer applications.
- ◆ Knowledge of and the ability to apply adult education principles, methodologies and practices.
- ◆ Knowledge of the Saskatchewan education system and protocols.
- ◆ Knowledge of the principles of organizational structures, goals, objectives and strategies.
- ◆ Demonstrated Entrepreneurial and innovation skills to generate revenue to support all areas of the College's operations
- ◆ Ability to conceptualize and articulate the relationship of education program goals and objectives to corporate strategic plans to contribute to program and College success.
- ◆ Ability to assess operational needs of the work unit, articulate program goals and objectives and establish accountabilities and measurements to determine achievement of results.
- ◆ Ability to organize and align human and financial resources, program delivery processes and technology to meet program and corporate plans.
- ◆ Ability to identify the need for the development or modification of procedures to improve operational consistency, efficiency and effectiveness.
- ◆ Ability to multitask and meet established deadlines
- ◆ Ability to work cooperatively and coordinate program delivery and outcomes with others to meet program and College goals and objectives.
- ◆ Ability to communicate to others to assist them in understanding how their work relates and contributes to the success of the organization.
- ◆ Ability to engage regional stakeholders to build, cultivate and improve relations to assess and determine needs in order to secure program contracts.
- ◆ Ability to organize and articulate thoughts, ideas and concepts and communicate them in a concise and complete form which will allow others to comprehend the reasoning and rationale for decisions, recommendations and proposals.
- ◆ Knowledge of and ability to apply collaborative practices, negotiation techniques and communicating with diplomacy.
- ◆ Ability to work in a multi-cultural work environment and to promote and encourage diversity, individual dignity and mutual respect.
- ◆ Demonstrates discretion and ability to exercise good judgment when dealing with sensitive or confidential issues
- ◆ Participate in the team decision-making process: decisions will require creativity and some independent judgment. These decisions are made in order to resolve, adapt, develop solutions and recommend changes and/or to introduce new programs, procedures and practices.
- ◆ Ability to research, analyze and assess information to develop and prepare reports, proposals, recommendations and items for decision.
- ◆ Critical thinking skills.
- ◆ This position will be required to travel frequently; most travel is within the College's geographical area, and some overnight stays might be necessary. Some provincial travel is required. Although travel is of short duration, much of the work of the job is completed outside of the office.
- ◆ Must possess a valid Saskatchewan Driver's License and be willing to travel as required.
- ◆ A satisfactory criminal records check is a condition of employment with North West College.
- ◆ Must be bondable.

If you are interested in this position with the College, please complete an application for Employment. The application is located on the website at www.northwestcollege.ca. Please provide a letter to Human Resources outlining how you meet the qualifications, knowledge, education and skills as identified in the posting.

Submit Applications to:
Human Resources
North West College
10702 Diefenbaker Drive
North Battleford SK S9A 4A8
Fax:306.445.2254

Please Quote Competition #84-ML-2122

NWC thanks all those who applied however only those selected for an interview will be contacted.

Email: nwrccareers@northwestcollege.ca