



CAREER OPPORTUNITY

INTERNAL / EXTERNAL

Classification: Field – Level 6
Location: North Battleford

Title: Coordinator, Special Projects - EAL
Competition #: 93-BC-2122

Date Posted: May 13, 2022
Start Date: ASAP
Full-Time Permanent.

Closing Date: May 30, 2022 at noon
Salary Range: As per the Collective Agreement
Appendix A

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. Internal applications from NWC staff with seniority will be considered prior to outside applicants.

Main Responsibilities:

Reporting to the Vice President, Academic, the Coordinator is responsible for organizing, budgeting, delivering and promoting programs for the region. The position has the lead role and responsibility for monitoring, guiding, evaluating and managing education and training in order to successfully meet the goals and objectives of the College and the needs of the clients served. The primary project is English and an Additional Language (EAL) however all other project areas will be determined annually. The Coordinator is responsible for:

- Identifies education program goals and objectives consistent with the College strategic plan.
- Conducts needs assessment and consults with community organizations, program partners, business and industry to determine trends and identify education programming to meet client needs.
- Determine 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 orientation, coaching, performance assessment and assignment of scheduled days.
- Monitors Instructor staff days of work in accordance with established budget.
- Assists Instructors in addressing student learning difficulties and issues, attendance issues and classroom participation matters.
- Evaluates programming to determine if it is meeting client needs and identifies trends and gaps.
- Ensures programs are delivered based on established curriculum framework, evaluation criteria and success measures; delivery methodology, and monitors budget.
- Collaborates with partners to ensure cost effective, quality programming.
- Develops and implements education program delivery plan including participant capacity, course materials, class location, schedule and teaching delivery equipment and technology.
- Monitors education program delivery to ensure delivery meets program design, established curriculum, adult education principles and that it operates within College policies and procedures.
- Conducts student application evaluation and determines student acceptance and manages class lists.
- Performs student management activities including the initiation and management of student performance contracts and making the determination on student suspensions or terminations.
- Prepares education program and individual course information and schedule detail for College promotional 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.
- Provides timely and accurate oral and written reports to stakeholders, funding agencies, and government entities.
- Perform other responsibilities and duties as may be assigned to contribute to the success of student learning and a positive participation experience in College programs and activities.
- Travel is required. Some overnight stays may be required.

Qualifications, Skills, Abilities and Experience:

- Minimum of three years post-secondary education at the University level in a related or relevant area including: commerce, business administration, public administration, or finance.
- Minimum two years' demonstrated experience in project management that includes needs identification, budgeting, negotiation with partners, research, supervision and dealing with sensitive situations
- Membership in TESL is a requirement of the position.
- An equivalent combination of demonstrated experience, education and demonstrated competency in dealing with the main responsibilities listed above may also be considered.
- A CERESL would be considered an asset.
- Knowledge of and the ability to apply adult education principles, methodologies and practices.
- Knowledge of the principles of organizational policies and procedures and collective bargaining agreement terms and conditions and ability to communicate to staff to assist them in working effectively.
- Demonstrated client focus and interpersonal skills to set and execute a relationship strategy that defines issues, opportunities and investments in order to negotiate and develop innovative contracts for training and educational services.
- Strong written communication skills and effective public relations and public speaking.
- Demonstrated competence and recent experience in the use of technology such as Zoom, Microsoft Office Suite, Outlook, Internet and Social Media platforms, with the ability to learn and adapt to changing technology.
- Demonstrated skills in collaborative problem solving, analysis, and accountable leadership.
- Demonstrated team building skills, the ability to work in a collaborative team setting, and maintain a respectful workplace.
- Ability to organize and align human and financial resources, program delivery processes and technology to meet quality program and College plans.
- Ability to research, analyze and assess information to develop and prepare reports, proposals, recommendations and items for decision.
- Critical thinking skills.
- Must possess a valid Saskatchewan Driver's License.
- A satisfactory criminal records check is a condition of employment with North West College.
- The satisfactory criminal record check must include the vulnerable sector search in order to access Federal Government reporting systems.

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 #93-BC-2122

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

Email: nwrccareers@northwestcollege.ca