

» *People make it happen.*

Coordinator – Credential Programs

Centre of Continuing Studies

Full time, Regular

Brandon, Manitoba

Competition # 48-16/17

Salary: \$61,317 - \$76,561 annually

Project Coordinator Extension Services 1

Assiniboine Community College strives to create Exceptional Learning Experiences for our students. We place a high priority on student success and are committed to building an environment that creates and supports a high level of student engagement. The Centre of Continuing Studies is looking for a creative, organized and passionate individual to coordinate the development and delivery of programs resulting in credentials.

Be Passionate.

We are looking for a strategic thinker. Someone who understands what it takes to develop programs that meet community and industry needs and support economic growth. You believe in the value of post-secondary education and the power it has in transforming lives. You are passionate about student success, and enjoy working with colleagues, other post-secondary institutions and a variety of partners to ensure that the certificate, diploma, and degree programs you develop and deliver are relevant and of exceptional quality.

Take Initiative.

You are an independent, entrepreneurial, self-motivated individual with an energetic attitude that can take initiative. You will be responsible for building and maintaining relationships with academic deans and chairs at the college as well as external partners. You will plan, implement, and evaluate credential programs while leading a team of instructors to offer timely, high quality programs at various times and locations.

Deliver Results.

You are an innovator who gets things done. You will have a relevant degree combined with project management skills, and experience in post-secondary education including curriculum development. Your responsibilities will also include instructor and student recruitment and success, oversight of program delivery details and budget management. Occasional evening and weekend work may be required.

A review of applicants will begin on **February 7, 2017** but will remain open until filled.

If you are interested in this career opportunity, please forward your resume and cover letter to:

Assiniboine Community College

c/o Human Resources

1430 Victoria Avenue East, Brandon, Manitoba R7A 2A9

Fax 204.725.8736 or email humanresources@assiniboine.net

We thank you for your interest. Those selected for further consideration will be contacted.



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