

**Program Coordinator**  
**Industry Certifications and Job Related Skills**  
**Centre of Continuing Studies**  
**Full time, Regular**  
**Brandon, Manitoba**  
**Competition # 31-17/18**  
**Salary: \$55,186 - \$68,905 annually**  
**Program Coordinator Extension Services**

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 an outgoing, organized and passionate individual to coordinate delivery of courses that are responsive to Manitoba's labour market.

**Be Passionate.**

We are looking for someone who understands the importance of engaging with industry and industry associations to offer training that meets community and industry needs and supports economic growth. You believe in the value of post-secondary education and the power it has in transforming lives.

**Take Initiative.**

You are an organized and outgoing individual that can take initiative. You will be responsible for scheduling and overseeing logistics of training related to job skills and industry certifications. This will include recruiting and evaluating staff, working with marketing to promote training offerings, leading student orientations, conducting quality assurance visits, and monitoring program specific budgets.

**Deliver Results.**

You are an innovator who gets things done. You will have a diploma or equivalent combined with program management skills. Your excellent communication skills, creative problem solving skills and ability to deal with multiple projects will help you succeed in this role. Experience in adult education is desirable. Occasional evening and weekend work will be required.

This competition will remain open until filled.

Assiniboine Community College campuses are located on traditional territories of Treaty No.1 and Treaty No.2, the shared traditional lands of Cree, Oji-Cree, Dakota, Dene and Anishinabek/Ojibwe peoples, and the homeland of the Métis Nation.

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](mailto:humanresources@assiniboine.net)

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

