

» *People make it happen.*

Coordinator – Personal Interest Offerings

Centre of Continuing Studies

Full Time, Regular

Brandon, Manitoba

Competition # 49(18/19)

Salary: \$48,777 - \$56,191 annually

(Classification: Administrative Officer)

The Centre of Continuing Studies strives to create alternative opportunities for exceptional learning experiences for students, placing a high priority on offering diverse, quality programming that is responsive to Manitoba's labour market. The Centre is looking for an outgoing, organized, and passionate individual to coordinate delivery of personal interest courses that appeal to the community, while contributing to the overall goals of the department.

Be Passionate.

As the Coordinator, Personal Interest Offerings, you believe in the benefits of life-long learning and are excited to engage with and support the personal interests of our community. Your ability to assess demand and research new trends in personal interest offerings (fitness, crafting, youth camps, music, short photography etc...) will determine the courses we offer and will contribute to the success of our department. We work in a fast-paced, time-sensitive environment and support a wide variety of administrative processes.

Take Initiative.

You are an organized, entrepreneurial, and outgoing leader. You will be responsible for researching, scheduling, and overseeing logistics of personal interest courses. This will include recruiting instructors, booking facilities, ordering supplies, preparing and monitoring small project budgets, and working with marketing to promote offerings. You will analyze the interest in and feasibility of potential workshops, and evaluate their performance after they are complete. You will keep current on processes that impact the Centre's work, continually looking for opportunities to improve and share your knowledge with the team.

Deliver Results.

In addition to your relevant education, you will have several years of varied and complex administrative and/or business experience. Your professional communication, leadership, and creative problem solving skills combined with your ability to deal with multiple projects will help you succeed in this role. You will be highly proficient in the use of Microsoft Office. You will be able to provide a satisfactory Criminal Record Check and Vulnerable Sector Check. Event planning experience 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

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



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