

Program Coordinator, English as a Second Language

Assiniboine International - Brandon, Manitoba (On Campus)

Full-time Term (until December 23, 2022)

Competition # 22-21/22

Salary: \$67,104 to \$83,842 annually (Classification: PCE 2)

Assiniboine Community College strives to create Exceptional Learning Experience 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. Reporting to the Vice President – International, the Program Coordinator leads English language programming at Assiniboine and manages a team of faculty and staff to deliver ESL and academic preparatory courses to students.

Be Passionate. You are passionate about English as a Second Language programs, student success and engagement, and are versed in the educational needs of the ESL and international population. Cooperation, communication, and commitment to our team, the stakeholders, and the communities we serve are the foundation of this role.

Take Initiative. You are independent and look for opportunities to expand education services with newcomers to Canada and the community at large. Self-motivation is critical for this role, and your energetic attitude and collaborative spirit will build the groundwork for success. You have experience managing a team and have strong interpersonal and leadership skills.

Deliver Results. You have the drive and determination to successfully lead the delivery of our ESL and college preparatory programming with your experience in the development and revision of curriculum compatible with alternative formats. You must also be able to coordinate classroom instruction using various technology platforms. You will be an active member of the college's International team, working with others from across the college and as an ambassador for Assiniboine in the community.

The ideal candidate will have a combination of post-secondary education in a field related to adult education and practical experience. TESOL certification (eligible for TESOL Canada Certification) is strongly desired. A valid class 5 driver's license is required as this role requires periodic travel throughout southwestern Manitoba. This role requires you to have flexible hours, at times extending into the evenings or weekends, to ensure the success of your team members and Assiniboine students.

A review of resumes will begin on October 1, 2021. This competition will remain open until filled.

Please note: The college's COVID-19 Campus Access Policy puts in place rules and requirements for students, staff and others accessing Assiniboine's multiple campuses to prove they are fully vaccinated or undergo routine testing to show a negative COVID-19 test.

Assiniboine Community College is committed to ensuring that its policies, practices, and systems are free of barriers, emphasize the value of diversity, and promote full participation to ensure dignity, respect, and equal access for all employees. Requests for accommodations can be made at any point during the recruitment process by contacting 204.725.8729 or humanresources@assiniboine.net.

Assiniboine's campuses are located on the traditional territories of Treaty No. 1 and Treaty No. 2, and 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.