



ASSINIBOINE COMMUNITY COLLEGE

JOB DESCRIPTION

Position Title: Program Coordinator - credit, non-credit, career and professional development, as well as workforce and labour market programs

Division: Centre for Continuing Studies

Classification: PCE1

Supervisor's Title: Dean of Community Development

Staff year No.:

POSITION SUMMARY

The Program Coordinator is responsible for the coordination, development and delivery of credit, non-credit, career and professional development, as well as workforce and labour market programs. The person will work closely with the Dean of Community Development and the entire Continuing Studies staff as well as ACC's academic schools, contract training division, and other post-secondary institutions for the planning, implementation and evaluation of certificate, diploma, and degree programs for traditional, non-traditional and lifelong learners. The program coordinator will lead a team of instructors to offer timely, relevant and quality programs. The program coordinator with help with student advising, budgeting and program reporting.

RESPONSIBILITIES AND ACCOUNTABILITIES

Program Development and Creation

- Develop credential programs that may require institutional or government approval
- Develop credit, non-credit, career and professional development, as well as workforce and labour market programs for traditional, non-traditional and lifelong learners
- Work collaboratively with ACC's academic schools and other post-secondary institutions to deliver certificate, diploma and degree programming
- Cooperate with and utilize the resources of regular day programs and external staff in developing certificate, diploma, and degree programs in multiple formats
- Research, test and develop credential programs with other post-secondary institutional partners
- Use judgement and independent decision making to coordinate programs which may carry significant reputational and financial risk

Program Coordination

- Create program proposals ensuring it meets the requirements of all involved
- Support contract training staff in the development of proposals
- Recruit, orient and evaluate instructors. Provide ongoing support to ensure instructor success

RESPONSIBILITIES AND ACCOUNTABILITIES

- Oversee details of program delivery including but limited to planning, scheduling, confirming, executing, and evaluation
- Ensure curriculum quality meets the requirements of the institution, government agencies, First Nations, and other post-secondary institutions
- Ensure integrity of programs are maintained through planned quality assurance visits
- Maintain academic integrity including integrity of curriculum as per agreements with other departments and post-secondary institutions as well as college policy
- Ensure instructors and students are aware of college policy and apply policy as required
- Address emergencies that may arise during the execution of programming in a timely manner
- Conduct curriculum and program reviews with the Dean and other Academic Deans
- Work with the Academic Chairs to ensure credit course outlines are up to date and meet college standards
- Ensure credential program course outlines are up to date and meet college standards
- Provide program reports to sponsors and funders
- Ensure timetabling meets the needs of the students, external partners, and academic schools
- Responsible for program promotion including working with a marketing person and administrative staff on preparation / revision of calendars, e-guide, information sheets, orientation packages, website content, and promotional documents
- Communicate new program start dates, completions and success stories to marketing for follow up
- Analyze evaluation and survey results and follow up as necessary
- Triage student issues as they arise
- Perform non-routine assignments of substantial variety and complexity

Students

- Conduct student orientations
- Review student concerns/complaints and elevate as required
- Provide first contact academic advising to students
- Collaborate with other students support staff to optimize student success

Budget Management

- Prepare and monitor significant program specific budgets to meet targets as established with the Dean
- Contribute to financial and enrollment growth of continuing studies and the college to meet established targets
- Provide financial reports to sponsors/funders

KEY RELATIONSHIPS (attach relevant organizational chart(s))	
<p>Staff Positions Directly Supervised: <u>Positions does not directly supervise staff</u></p> <p>Staff positions Indirectly Supervised: <u>Position recruits, orients, and evaluates instructors</u></p> <p>Other Key Relationships:</p> <p>Dean of Community Development</p> <p>Academic Deans, Chairs and Faculty</p> <p>Vice President Academic</p> <p>Students</p> <p>Curriculum Designers</p> <p>Industry</p> <p>Other Post-Secondary Institutions</p> <p>Registrars Office, Finance Office and Other College Departments</p>	
RESPONSIBILITIES AND ACCOUNTABILITIES	
<p>Degree in a relevant field</p> <p>Experience in post-secondary administration or coordination, including personnel and financial management</p> <p>Strong entrepreneurial skills</p> <p>Project management experience</p> <p>Ability to plan and write proposals and to conduct reporting</p> <p>Creative problem-solving skills</p> <p>Strong oral, written, analytical and technical skills</p> <p>Strong organizational and planning skills</p> <p>Team oriented and independent</p> <p>Diplomatic and have the ability to facilitate groups with differing opinions</p>	
OTHER COMMENTS	
<p>Projects will all generally have individual circumstances which require judgement, customization and independent decision making</p> <p>Occasional evening and weekend work will be required</p> <p>Some travel is required</p>	

Employee's Signature

Date

Supervisor's Signature

Date