



# Assiniboine College

## POSITION DESCRIPTION

Position Title: Coordinator, Off-Campus  
Access Programs

Division: Community Development

Classification: Education Consultant (ECO)

Supervisor's Title: Manager Community Development

### POSITION SUMMARY

Reporting to the Manager of Community Development, the Coordinator, Off-Campus Access Programs is responsible for the end-to-end coordination and delivery of contract and community-based training programs in off-campus and community settings. This includes oversight of program design, curriculum development, instructional delivery, and quality assurance.

The role provides leadership for Adult Learning programs, including the Mature Student High School Diploma (MSHSD) and Literacy initiatives, where the coordinator serves as the project lead. The coordinator also works closely with community partners to design and deliver Post-Secondary Preparation programs that are customized to meet local needs. These programs may include pre-training and preparatory offerings such as Essential Skills, Academic Upgrading or Readiness, and Life Skills, delivered in advance of technical or post-secondary training.

The scope of partnerships, delivery models, and relationships required will vary depending on program requirements and community context. The coordinator acts as a representative of the College in community-based program delivery and partner engagement.

### RESPONSIBILITIES AND ACCOUNTABILITIES

#### Primary:

#### 1. Provide curriculum leadership for off-campus and community-based contract training programs, including:

- Coordinating and contributing to curriculum development in alignment with institutional governance and academic oversight requirements
- Working with the Director, Centre for Adult Learning, on Adult Learning programs, including Mature Student High School Diploma (MSHSD), Literacy, and Dual Credit programs, in collaboration with appropriate academic Schools
- Coordinating curriculum development for programs outside of Adult Learning or specific academic Schools under the direction of the Manager of Community Development
- Researching and assessing appropriate curriculum options and instructional resources, both internal and external to the College
- Developing program orientations, instructional supports, and curriculum tools for each course or program of study for distribution to off-campus and contract delivery sites

## **RESPONSIBILITIES AND ACCOUNTABILITIES**

### **2. Liaison with program and community partners:**

- Identify key stakeholders for each project under the direction of the Manager of Community Development
- Act as a primary liaison with community and program partners to support effective program planning and delivery
- Communicate program information regularly to partners in alignment with guidance from the Manager and Dean of Community Development, with appropriate consideration for access to information and confidentiality
- Provide consultative guidance to community partners in the design, adaptation, and delivery of access-focused programs responsive to local learner and community needs
- Act as a representative of the College in community, partner, and stakeholder engagements related to off-campus access programs

### **3. Provide instructional oversight, student support, and quality assurance for off-campus programs, including:**

- Providing ongoing instructional leadership, guidance, and resources to support consistent, high-quality program delivery
- Coordinating and delivering on-site orientation and onboarding for off-campus instructors, including participation in onboarding processes for Assiniboine College employees
- Supervising instructional staff employed by Assiniboine College delivering off-campus programs, including onboarding, guidance, performance feedback, and adherence to College standards
- Orienting partner-provided instructors to College programs, delivery expectations, academic standards, and reporting requirements
- Developing and coordinating assessment and placement procedures for each program of study, including learner placement and individual education planning
- Monitoring student progress and leading processes to support learner success within each program
- Serve as a point of contact for student-related issues in off-campus and community-based programs, addressing attendance, academic progress, and access-related challenges in accordance with Assiniboine College academic policies and procedures, and escalating matters outside the scope of the role to the appropriate College team members as required
- Conducting regular communication and site visits to off-campus and community-based delivery locations to support instructors, monitor delivery, and address instructional or delivery challenges
- Coordinating the acquisition, management, and distribution of instructional resources and materials required for program delivery, including oversight of inventories and logistics
- Coordinating program evaluation processes at each delivery site and reporting evaluation outcomes to appropriate internal and external stakeholders
- Ensuring off-campus program delivery aligns with College policies, academic standards, and contractual requirements

### **4. Monitor and oversee program and project budgets:**

- Monitor program and project budgets to ensure expenditures remain within approved limits
- Investigate, document, and explain budget variances as required

### **Secondary:**

1. Participate with Centre for Adult Learning staff in area-wide curriculum review and revision initiatives
2. Consult with appropriate academic leaders and managers regarding curriculum development and delivery
3. Support the Manager of Community Development or Business Development Coordinator with proposal development related to off-campus and access-focused programs
4. Communicate and collaborate with members of the Community Development team as required

## KEY RELATIONSHIPS (attach relevant organizational chart(s))

Staff Positions Directly Supervised	1-10
Staff Positions Indirectly Supervised	1-2

### Other Key Relationships:

Adult Learning and Literacy accredits adult learning programs in Manitoba and considers Mature Student High School Diploma (MSHSD) programs delivered at off-campus sites to be part of Assiniboine College – Centre for Adult Learning. As such, the coordinator must ensure that the Director, Centre for Adult Learning, is fully informed of all aspects of the MSHSD program delivery at off-campus sites. These programs must adhere to all guidelines and requirements established by Adult Learning and Literacy for the Mature Student High School Diploma and any other programming under their jurisdiction.

As the program lead for off-campus delivery, the coordinator will not directly supervise the Administrative Assistant but will provide direction related to program-specific work to support effective delivery.

As a member of the Community Development team, the coordinator is expected to maintain regular communication with the Manager of Community Development regarding program delivery, emerging needs, and potential contract training opportunities identified through engagement with community partners.

Strong relationships with program partners are critical to the success of off-campus and community-based programs. The coordinator is expected to establish and maintain positive working relationships with stakeholders associated with each project and to provide regular program updates to support collaboration, transparency, and successful outcomes.

#### Internal

- All academic schools
- All departments

#### External

- Adult Learning and Literacy, where appropriate
- First Nation and Indigenous partners

## KNOWLEDGE, SKILLS, ABILITIES, OTHER

- Experience working respectfully and effectively with Indigenous communities and diverse stakeholder groups
- Knowledge of adult learning programs and the Adult Learning and Literacy framework is a significant asset
- Demonstrated ability to adapt to evolving program needs and to work effectively within a flexible organizational structure that responds to the unique demands of each project
- Strong judgment and analytical skills, with the ability to act independently within defined responsibilities and to recognize when matters require consultation or escalation
- Ability to represent Assiniboine College professionally in off-campus and community-based settings
- Excellent interpersonal and communication skills, with the ability to engage effectively with individuals and groups from diverse backgrounds
- Strong organizational and time-management skills, with the ability to manage multiple priorities and concurrent activities
- Willingness and ability to travel to rural and remote locations as required

**OTHER COMMENTS**

This position operates in a dynamic, demand-driven environment where change is an expected and ongoing feature of the role. Program locations, delivery models, and types of contract and community-based programming may vary over time in response to community needs. As a result, travel requirements and the scope of project management and coordination responsibilities may fluctuate from year to year.

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Employee's Signature

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Date

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Supervisor's Signature

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Date