



**Assiniboine
College**

PEOPLE MAKE IT HAPPEN.

Coordinator, Off-Campus Access Program

Community Development

Full-time, Term (ASAP to June 30, 2028)

Brandon, MB

Comp #43-25/26

Salary: \$66,522 to \$85,693 annually (\$35.29 to \$45.46 hourly)

Classification: Education Consultant (ECO)

For over 60 years, Assiniboine College has been providing exceptional learning experiences, while transforming lives and strengthening Manitoba through applied education and research. Our future success rests on our ability to develop a sustainable Thriving Workforce that is unified in moving forward for the benefit of the college and Manitoba. Our culture is built on our principles for continued success: Creativity, Collaboration, and Courage.

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 works closely with community partners to develop 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, designed to support learner access and readiness for technical and post-secondary training. The scope of partnerships and relationships required will vary depending on the program and community context.

Key Responsibilities:

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, for Adult Learning programs, including Mature Student High School Diploma, Literacy, and Dual Credit programs, in collaboration with the appropriate academic Schools
- ▶ Researching to identify and assess appropriate curriculum options and resources, both internal and external to the College
- ▶ Coordinating and contributing to curriculum development for programs outside of Adult Learning or specific academic Schools under the direction of the Dean of Community Development
- ▶ Developing program orientations, instructional supports, and curriculum tools for each course or program of study for distribution to off-campus and contract delivery sites.

Provide liaison and instructional oversight for off-campus and community-based programs, including:

- ▶ Serve as a primary liaison with community and program partners, identifying key stakeholders for each project under the direction of the Manager of Community Development
- ▶ Communicate program information regularly to program partners, in alignment with guidance from the Dean of Community Development and with appropriate consideration for information access and confidentiality
- ▶ Provide ongoing instructional leadership, guidance, and resources to off-campus programs to support effective and consistent delivery
- ▶ Coordinate and deliver on-site orientation and onboarding for instructors delivering College programs in community-based and off-campus locations
- ▶ Supervise instructional staff employed by Assiniboine College who are delivering off-campus programs, including providing guidance, performance feedback, and ongoing support
- ▶ Orient partner-provided instructors to Assiniboine College programs, policies, delivery standards, and reporting requirements
- ▶ Conduct regular site visits to off-campus and community-based delivery locations to support instructors, monitor program delivery, and ensure alignment with College standards
- ▶ Develop and coordinate assessment and placement procedures for each program of study, in collaboration with internal stakeholders and community partners

Qualifications:

- ▶ Experience in working with Indigenous communities and stakeholder groups is essential.
- ▶ Knowledge of adult learning programs and Adult Learning and Literacy is a critical asset.
- ▶ The ability to adapt to new situations and to work in an organizational structure that will flex to the demands of each project is essential.
- ▶ This individual must possess sound judgement and have strong analytical skills. They will be acting as the representative of the college in off-campus settings, community-based training sites and will need to have a good sense of when they are able to act independently and when they need to defer to other team members.
- ▶ Must possess excellent public relations skills and can communicate effectively with diverse groups and individuals.
- ▶ Time management and organization skills are critical; the individual must be able to contend with several activities or jobs happening simultaneously.
- ▶ The ability to travel to rural and remote locations is essential.

This competition will remain open until the position is filled.

Discover full details about the position in the attached Job Description.



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Why Join Us?

Working Together:

Be part of a collaborative and inclusive environment that values teamwork and positive employee relations. Together, we paddle collectively toward our mission.

Growing Together:

We invest in our employees' future through succession planning, forward-looking recruitment, and supportive development programs. At least 4% of payroll is dedicated to staff and professional development.

Forward Together:

As we navigate rapid technological changes, we prioritize resilience and wellness among our faculty and staff, helping them become the leaders Manitoba

Our Principles for Continued Success:

- ▶ Creativity: We foster an environment that supports and unleashes the creativity of our faculty and staff.
- ▶ Collaboration: Teamwork, purposeful connections, and community building are critical to achieving our collective potential.
- ▶ Courage: Our faculty and staff embrace their roles as community leaders, boldly taking risks to build a strong future for Manitoba

Commitment to Diversity:

Assiniboine College is committed to creating a barrier-free environment that emphasizes the value of diversity and promotes full participation. We welcome applications from all qualified candidates who are legally entitled to work in Canada, including Indigenous peoples, persons of all abilities, members of visible minorities, all genders, and sexual orientations.

How to Apply:

If you are interested in this career opportunity, please email your resume and cover letter with reference to this competition to careers@assiniboine.net. We thank all applicants for their interest; only those selected for further consideration will be contacted.

For accommodations or alternative formats, contact careers@assiniboine.net or 204 725 8729.

Assiniboine College is privileged to provide learning opportunities on the lands of the Dakota Oyate, Nakoda Oyate, Ininiwak, Nehethowak, Nehiyawak, Anishininewuk, Denesuline, Anishinaabeg, and the National Homeland of the Red River Métis.