



POSITION DESCRIPTION

Position Title: Program Coordinator

Division: Centre for Continuing Studies

Classification: PCE1

Supervisor's Title: Manager, Community Development

POSITION SUMMARY

The Program Coordinator plays an important role in coordinating the delivery of Assiniboine's MPI Driver Education program in Brandon and in communities throughout Manitoba. Working within the Centre for Continuing Studies, this position supports the planning, scheduling, delivery, and evaluation of driver education programming across multiple locations.

Reporting to the Manager of Community Development, the Program Coordinator works closely with Manitoba Public Insurance, instructors, students, community partners, and internal college departments to ensure programming is delivered consistently, professionally, and in alignment with program requirements.

The Program Coordinator will lead a team of instructors to offer timely, relevant, and quality programming. The role will also support student advising, budgeting, program reporting, instructor support, delivery logistics, and ongoing program improvement.

While this role carries the general responsibilities of a Program Coordinator within Continuing Studies, the focus of this position will be the successful coordination and ongoing support of the MPI Driver's Education program across the province.

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 Assiniboine's academic schools and other post-secondary institutions to deliver certificates, diploma, and degree programming.
- Cooperate with and utilize the resources of regular day programs and external staff in developing certificates, diploma, and degree programs in multiple formats.
- Research, test, and develop credential programs with other post-secondary institutional partners.
- Use judgment and independent decision-making to coordinate programs that may carry significant reputational and financial risk

Program Coordination

- Create program proposals ensuring they meet 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.

- Oversee details of program delivery including, but not 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 Manager of Community Development and other academic leaders, as required.
- Work with 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 timetable meets the needs of students, external partners, and academic schools.
- Responsible for program promotion, including working with marketing and administrative staff on preparation/revision of calendars, e-guides, 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 Manager of Community Development
- 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))

Staff Positions Directly Supervised: Various casual instructors

Staff positions Indirectly Supervised: Position recruits, orients, and evaluates instructors

Other Key Relationships:

- Dean of Community Development
- Academic Deans, Chairs, and Faculty
- Vice President Academic
- Students
- Curriculum Designers, Registrars Office, Finance Office, and other College Departments
- Industry
- Other Post-Secondary Institutions

KNOWLEDGE, SKILLS, ABILITIES, OTHER

Degree in a relevant field
Experience in post-secondary administration or coordination, including personnel and financial management
Strong entrepreneurial skills
Project management experience
Ability to plan and write proposals and to conduct reporting
Creative problem-solving skills
Strong oral, written, analytical, and technical skills
Strong organizational and planning skills
Team-oriented and independent
Diplomatic and have the ability to facilitate groups with differing opinions

OTHER COMMENTS

Projects will generally have individual circumstances that require judgment, customization, and independent decision-making.
Occasional evening and weekend work will be required.
Some travel is required.

Employee's Signature

Date

Supervisor's Signature

Date