

## Program Manager (Term)

### School of Continuing Education

Applicants are to clearly demonstrate how they satisfy the selection criteria in their written submissions and must identify the competition number they are applying for in the subject line of the email.

An eligibility list may be created for similar casual, part-time, full-time, and term positions

### DUTIES

The Program Manager of Development Projects provides leadership and management of new programs, micro-credentials, courses, and workshops to meet the development and upskilling needs of industry, communities, and employers. Reporting to the Director of Business Development in the School of Continuing Education, the Program Manager will be responsible for budget oversight, reporting, and forecasting related to the new programming development portfolio. The Program Manager will manage projects by analyzing market data, collaborating with internal RRC Polytech stakeholders, along with external industry, community, and employer stakeholders to understand emerging trends across sectors and identify training and upskilling needs. A critical function of this role will be to monitor and control multiple projects through the development lifecycle by demonstrating a collaborative leadership style and maintaining oversight of projects' budgets, forecasts, qualification, ranking, scheduling, and prioritization. Successful management of the product development portfolio, will rely on the Program Manger's ability to align and facilitate collaboration between internal and external team members while ensuring quality assurance and continuous process improvement to develop high quality programming. The Program Manager is responsible for the overall success of the portfolio, which is measured by student success, stakeholder satisfaction, product quality, and financial performance.

### REQUIRED QUALIFICATIONS

- A Diploma or bachelor's degree in a related field of study (project management, business, adult education). An equivalent combination of education and experience may be considered
- Experience developing and implementing student centered courses, micro-credentials, or programs aligned with the philosophies of adult education and continuous learning
- Initiate, plan, execute, control and close projects focused on micro-credential, course and program development, applying quality and project management principles, tools and templates throughout the product development life cycle
- Experience using a range of qualitative and quantitative techniques available for product discovery and analysis; ability to use data to make business decisions
- Ability to be creative, think outside the box, challenge status quo and seek opportunities for continuous improvement
- Experience in human resource management including recruitment, hiring processes and performance support and management
- Flexibility and ability to deal with multiple/competing priorities; shifting with projects and stakeholders by applying innovative, creative problem solutions with a commitment to quality, service and accountability
- Proven experience in financial management including budget oversight, forecasting and reporting
- Excellent presentation skills
- Ability to effectively communicate, verbally and in writing, horizontally and vertically within the college to articulate requirements/issues and concerns
- Values Diversity, Equity, and Inclusion
- Commitment to lifelong learning

### ASSETS

- Completion of Change Management Certification
- Certification as a Project Management Institute (PMI) Project Management Professional (PMP) or working towards Certification as a Project Management Institute (PMI) Project Management Professional (PMP)

### CONDITIONS OF EMPLOYMENT

- Applicants must be legally entitled to work in Canada
- This position may be required to work evenings and/or weekends

RRC Polytech requires that staff, students and faculty either be fully vaccinated or have an approved exemption to be able to attend any campus. For further information please review the [COVID-19 policy](#).

### COMPETITION NUMBER

2021-244

### CLOSING DATE

December 2, 2021

### SALARY

\$76,882 - \$105,195 per annum

### POSITION LOCATION

Notre Dame Campus  
(Winnipeg, MB)

### POSITION TYPE

Full-Time, Term Position Available

### APPLY BY EMAIL TO

[humanresources@rrc.ca](mailto:humanresources@rrc.ca)

Red River College Polytechnic is a leader in applied learning and innovation. Our talented team of employees is passionate about education, innovation and student success. We offer competitive salaries, extensive benefits and the opportunity for personal and professional growth in a rewarding career.

At RRC Polytech we are committed to fostering an inclusive environment, where all employees and students feel valued, respected and supported. The College seeks to increase diversity among its community members and welcomes applications from women, Indigenous persons, racialized persons, persons with disabilities, persons of all sexual and gender identities and others who may contribute to the further diversification of ideas. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.



Red River College Polytechnic is committed to providing accessible employment, and ensuring that our recruitment, assessment and selection process is barrier free. If a candidate requires accommodation during the hiring process, Human Resources Services will work with the individual to meet their needs. We thank all applicants for their interest, but only those selected for an interview will be contacted. For more information and other employment opportunities, visit [rrc.ca/hr](http://rrc.ca/hr)