

Project Coordinator, International (Term)

Centre for International Education and Global Partnerships

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

A preference hiring practice will be applied. Applicants who self-identify as members of the following equity-deserving group(s): Women, Indigenous Peoples, Persons with disabilities, Racialized Persons, Persons of the 2SLGBTQIA+ community will be given first consideration. Please self-identify in your application. First consideration will also be given to internal applicants.

DUTIES

Reporting to the Director, International Education and Global Partnerships, the Project Coordinator is responsible for ensuring timely, effective and cost-efficient delivery of institutional partnerships projects. The primary responsibilities are: preparing, reviewing and tracking project expenses and contracts, coordinating and facilitating partnership meetings or events with various stakeholders. The Project Coordinator is also a front line contact person for clients for project initiatives and their efficient delivery to meet client expectations, and enable student success.

REQUIRED QUALIFICATIONS

- Diploma in Business/Project Management; an equivalent combination of education, training and several years of experience may also be considered
- Experience coordinating projects and/or programming to meet goals and objectives
- Experience with budget development, tracking, monitoring and reporting
- Demonstrated success in coordinating, prioritizing and tracking multiple projects on an ongoing basis
- Must be fluent in Mandarin (Chinese)
- Highly motivated, self-directed, innovative and energetic team player
- Ability to use Microsoft Office Suite applications, including Word, Excel, PowerPoint, OneNote, Outlook and Teams
- Experience with hosting online meetings for large group of audience and external stakeholders
- Excellent analytical, critical thinking, communication, and interpersonal skills
- Strong customer service skills
- Experience building a respectful workplace culture that promotes diversity, learning and continuous improvement

ASSETS

- Previous education or work experience related to engineering and technical industries
- Experience working with foreign institutions and international partnerships/projects

CONDITIONS OF EMPLOYMENT

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

RRC Polytech campuses are located on the lands of Anishinaabe, Ininiwak, Anishinew, Dakota, and Dené, and the National Homeland of the Red River Métis.

We recognize and honour Treaty 3 Territory Shoal Lake 40 First Nation, the source of Winnipeg's clean drinking water. In addition, we acknowledge Treaty Territories which provide us with access to electricity we use in both our personal and professional lives.

COMPETITION NUMBER

2024-014

CLOSING DATE

February 8, 2024

SALARY

\$50,557 - \$69,084 per annum

POSITION LOCATION

Notre Dame Campus
(Winnipeg, MB)

POSITION TYPE

Full-Time, Term Position Available
Anticipated February 19, 2024 up to
February 21, 2025

APPLY ONLINE AT

rrc.ca/careers

RRC Polytech 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. We aspire to have a workforce that is representative of the diversity within our communities, and welcome applications from women, Indigenous Peoples, persons with disabilities, racialized persons, persons of the 2SLGBTQIA+ community 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.

If you require this information in an alternate format, please contact humanresources@rrc.ca.



RRC Polytech 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