

Program Facilitator (Term)

Teacher 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.

This competition may be used to establish a 3 month eligibility list of qualified candidates for future vacancies.

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 Manager, Admissions and Operations (School of Education, Arts and Science), the Program Facilitator is responsible for planning and implementing processes that support student success and the efficient administration, development, delivery and promotion of programs. The Program Facilitator schedules and coordinates courses, timetables, instructor assignments; tracks and monitors course enrolment numbers and other activities that ensure efficient operational processes. The incumbent supports instructors in the use of College computer systems and processes, coordinates resources for classes and solves operational problems; prepares and edits correspondence, website pages, and course outlines; organizes and prepares materials for working groups, faculty and other program-related meetings. The incumbent liaises with external stakeholders, internal departments, students, and instructors to support program delivery and ensure positive relationships. The position may be required to attend program promotional events in and outside of Winnipeg.

REQUIRED QUALIFICATIONS

- Post-Secondary education in Office Administration or Business Administration/Management. An equivalent combination of education and experience may be considered
- Experience supporting the delivery of programs and services
- Experience working in a fast-paced environment where exceptional accuracy and attention to detail is required while meeting deadlines
- Experience with Microsoft Office (e.g. Word, Excel, PowerPoint, Outlook, MS Access)
- Effective problem solving and critical thinking skills
- Excellent written communication skills
- Excellent verbal communication skills
- Excellent interpersonal skills with the ability to maintain confidentiality and handle sensitive issues
- Ability to work independently with minimal supervision and collaboratively within a team environment
- Effective conflict resolution skills
- Demonstrates initiative
- Experience building a respectful workplace culture that promotes diversity, learning and continuous improvement

ASSETS

- May be required to travel
- Experience with College Systems (i.e. LEARN, DCU, Colleague, Catalogue Maintenance, Maestro)

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
- This position may be required to work throughout the academic year including the summer months
- This position may be required to work overtime

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

2024-072

CLOSING DATE

April 2, 2024

SALARY

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

POSITION LOCATION

Notre Dame Campus
(Winnipeg, MB)

POSITION TYPE

Full-Time, Term Position Available
Anticipated April 1, 2024 up to
August 30, 2024
Possibility of an Extension

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