

Employment Opportunity

**Coordinator/Counsellor – Mature Student High School Diploma Program**

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| **Job Title:** Program Coordinator/Counsellor | **Department:** Yellowquill University College |
| **Location:** 480 Madison Street, Winnipeg | **Hours:** Full-time |
| **Reports To:** Director of YQUC | **Application Deadline:** May 20th, 2021 |

POSITION SUMMARY:

Yellowquill University College (YQUC) is hiring a Program Coordinator (75%)/Counsellor (25%) who will be responsible for providing managerial and administrative support for the Mature Student High School Diploma program for both on and off campus programs. Will also be responsible for counselling services to the on campus students.

TERMS OF REFERENCE:

The Program Coordinator/Counsellor for the Mature Student High School Diploma program will provide services and responsibilities associated with the delivery of the programs offered on and off campus to Indigenous students seeking a Manitoba Department of Education recognized high school diploma. The program is flexible to the educational needs of the students. Students who are required take up to eight high school credits over ten months to achieve their high school diploma.

DUTIES & RESPONSIBILITIES:

* Oversee the coordination of the Mature Student High School Diploma program in accordance with provincial adult education principles
* Supervise the development and revision of curricula in accordance with provincial standards
* Develop and assist in funding proposals for the program
* Prepare yearly statistical and financial reports for the province
* Prepare and provide all program reports as required by funding authorities, Adult Learning and Literacy, and the Director of Yellowquill College
* Develop a plan for evaluating instructors, on and off campus, on an annual basis
* Participate in professional development activities related to the program
* Meet with the program’s advisory group twice a year
* Submit mid-term marks, final marks, attendance reports, and other reports
* Recommend texts, resources, reference materials, and required supplies
* Plan and prepare instructional timetables
* Administer assessment tests, register students and provide advice on class selections
* Provide academic and career counseling to students
* Plan and implement an innovative recruitment plan
* Establish and maintain effective working relationships with administration, staff, and representatives of a wide variety of organizations and groups
* Prepare and distribute student recruitment, advertising, and marketing materials
* Communicate effectively, orally and in writing
* Visit high schools for recruitment purposes and meet with prospective students
* Host and participate in adult recruitment fairs
* Liaise with other college and university recruitment counsellors
* Plan and organize orientation sessions for students
* Respond to queries from prospective or registered students
* Analyze, evaluate, and report on recruitment activities to administration
* Meet with students as requested for personal reasons and career counselling
* Maintain regular communication with all students
* Direct students to appropriate resources and supports when needed
* Other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

* Strong verbal, written, presentation, and interpersonal communication skills
* Excellent computer skills and experience working with Microsoft Office 365
* Experience using online communication platforms (Teams and Zoom)
* Ability to develop original and appropriate documents
* Ability to write and orally communicate clear instructions
* Ability to analyse and solve problems
* Ability to work efficiently as part of a team as well as independently
* Superior organizational, time management, and prioritizing skills
* Attention to detail in all areas of work
* Ability to work independently with minimal supervision

QUALIFICATIONS:

* A minimum of a Bachelor of Education degree
* A valid Manitoba teaching certificate
* Experience working in adult education with Indigenous students
* Excellent communication and interpersonal skills including the ability to work in a team environment
* Ability to work independently with minimal supervision

CONDITIONS OF EMPLOYMENT

* Valid Manitoba Drivers License and access to a reliable vehicle
* Ability to work overtime/travel when required
* Salary will be based on a combination of education and experience
* Start date will be July 1, 2021

Resumes and two written letters of reference should be mailed or emailed to:

Bobbi Pompana

Director, Yellowquill University College

480 Madison Street

Winnipeg, Manitoba R2J 1J1

[ycdirector@yellowquill.org](mailto:ycdirector@yellowquill.org)