

Job Posting | Division of Continuing Studies, University of Victoria

Position: Program Coordinator - (994129.2)

Closing Date: March 7, 2021 4pm PST

POSITION SUMMARY

This position reports to the Director and works in collaboration with members of the Cultural Management Program unit including Program Coordinators, office and technical staff, academic faculty, advisory groups, external organizations, instructors, students, and allied university staff. The position is responsible for participating as a team member, and building and maintaining stakeholder relationships for innovative programs that serve the portfolio's learner audience.

The Program Coordinator delivers and administers courses and programs, and is responsible for identifying sector needs, program planning, course and program development, and overseeing administrative activities. Programming may be offered on-campus, off-site or in an online format. The responsibilities also include instructor recruitment, marketing, and budget administration.

This portfolio currently includes the following programs and courses in the Cultural Management Program area. Programming within the portfolio may change based on departmental goals and community demands.

- Certificate in Indigenous Language Revitalization (CILR) program and related offerings
- Foundations in Indigenous Fine Arts (FIFA) certificate program

JOB REQUIREMENTS

This position requires a Bachelor's degree in a related discipline plus a minimum of 3 years' experience and training in a relevant field.

- Relevant experience that enables them to develop, market and implement educational programming for adult learners.
- Relevant experience to manage budgets including budget development, forecasting, reporting, revenue and expense reconciliation, accruals and deferrals.
- Relevant experience working within and/or directly with Indigenous communities.

An equivalent combination of education and experience may be considered.

Knowledge requirements include:

- Knowledge of academic systems, program planning, instructional design and technologies and evaluation strategies.
- Knowledge and understanding regarding Indigenous post-secondary education and understanding of specialized methodologies, adaptations, and modifications of programs with Indigenous content;

In addition this position requires:

- Excellent organizational, communication, marketing, and interpersonal skills are essential.

ABOUT THIS OPPORTUNITY

The University of Victoria is one of Victoria's largest employers and one of Canada's best diversity employers. Together we are more than 5,000 dedicated faculty, librarians and staff supporting the University of Victoria's diverse academic programs, world-class research and commitment to civic engagement.

The salary range for this position is:

Recruitment range: \$55,317- \$62,259 starting salary determined by the PEA Collective Agreement.

Performance range: starting salary to max of \$72,307 is available through annual performance increases

HOW TO APPLY

In accordance with the University's Equity Plan and pursuant to Section 42 of the BC Human Rights Code, preference will be given to Indigenous candidates. Candidates who wish to qualify for preferential consideration are encouraged to self-identify.

Applications are accepted through the UVic Careers Site:

<https://uvic.mua.hrdepartment.com/hr/ats/Posting/view/6686>

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