

## **IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Aurora College	Coordinator, Continuing Education	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
91-1534	Fort Smith	Community & Extensions

## **PURPOSE OF THE POSITION**

The incumbent provides educational and administrative leadership for part-time, credit or non-credit, career and personal interest courses offered by the Continuing Education department at Thebacha Campus and through the regional Community Learning Centres in the South Slave and Deh Cho regions. The incumbent's responsibilities include coordination, delivery and evaluation of all College part-time courses designed to meet needs identified throughout the two southern regions. They also include liaison and support for programs and courses being managed by Community Programs, as appropriate. Duties also include logistical responsibilities related to delivery of courses through distance modes, and development and facilitating of conferences, credit or non-credit part-time programming and courses and workshops.

## **SCOPE**

Reporting to the Vice President, Community & Extensions, the incumbent must be devoted to delivering quality programs and courses to a broad client base, while maintaining the appropriate diversity for the present market. The incumbent will work very closely with the South Slave Regional Program Head and the Deh Cho Regional Program Head as well as with the two other Continuing Education Coordinators. The incumbent makes a significant contribution to the effective operation of the Campus and has an impact on administrative and instructional staff and particularly the students of Thebacha Campus. The incumbent must also understand and comply with College policies, procedures and protocols. The incumbent, while striving for excellence, must understand and accept the limitations of the role within the college environment.

The incumbent is responsible for the effective coordination of the Campus' Continuing Education programs and courses and support the delivery of continuing education activities at the community level, including territory-wide distance education offerings. Their quality and

effective delivery directly affects the image and reputation of Aurora College. The incumbent is responsible for ensuring that course and program information is accurately prepared for entering into the Student Information System (SIS). Failure to provide these services will have a direct impact on the ability of students to have a successful learning experience by being enrolled in the proper course and/or program and paying proper fees. Failure to maintain proper records will mean that students do not have accurate or complete records of transcript marks and completion of course work, and result in inaccurate statistics which will have a direct impact on funding allocations for the Campus and the College as a whole.

The incumbent is responsible to manage numerous budgets totaling approximately \$500,000 and has signing authority of \$25,000. This is a partially-funded position and the coordinator is expected to generate revenue from course delivery. The programs coordinated by this position serve approximately 500-600 students per year.

## **RESPONSIBILITIES**

### **1. Managing Continuing Education activities to ensure the effective delivery and evaluation of non-credit, career and personal interest courses and to ensure that these courses are designed and delivered effectively to meet the education and training needs of the community and the region.**

- Prepare an annual delivery and marketing plan with information based on market surveys and public contact
- Create and distribute promotional information using various forms of media
- Collaborate with other staff to ensure provision of classroom and office space and equipment
- Hire, supervise, and evaluate instructors for all Continuing Education programs (approximately 100 employees and contractors per school year)
- Prepare service contracts, contracts, and contribution agreements.
- Maintain a cost recovery profile for all continuing education activities
- Keep records on all aspects of program planning
- Ensure that all Continuing Education student registration documents are submitted to the Admissions Office
- Ensure appropriate recording of marks
- Ensure confidentiality of student records
- Ensure course details are accurately prepared for entering in the system
- Manage numerous budgets and prepare quarterly variance reports
- Develop, monitor, and evaluate budgets for each course/workshop

### **2. Managing contract training projects in response to requests from regional and community stakeholders**

- Respond to direct training requests from client groups and follow-up/support requests that come through adult educators or regional college staff
- Source and cost potential instruction from established Aurora College faculty, NWT contractors, or College/Aurora Research Institute staff
- Source and cost specialized instruction from outside the Territory, when necessary
- Provide an outline of the training including the content, instructional resources, delivery methods, timing, and evaluation

- Prepare proposals for stakeholder consideration that include all instructional, support, facility, equipment, and materials & supplies costs
- Respond to contribution agreements and set up project in the system to allow for financial reporting and tracking
- Work with clients to set up workshop agreements where needed
- Set up service contracts with training providers
- Obtain funding for new initiatives as appropriate
- Develop contracts with third-party clients
- Order and purchase any required resources to deliver training/project
- Arrange for the advertising and promotion of training event with client(s)
- Schedule and facilitate student selection meeting(s)
- Set up courses in Power Campus and ensure registration of all participants
- Monitor training events to ensure all people and resources are in place
- Collect evaluative feedback and report on training
- Record the completion of all students registered in all workshops, courses, and programs
- Develop, monitor, and evaluate budgets for third-party programming

**3. Support the delivery of territory-wide distance education efforts and those specific to the region(s)**

- Work with C.E. counterparts to identify and schedule a menu of courses that meets the broad interests of the territory
- Identify regional offerings where training needs can be met using distance education
- Ensure that the necessary technologies and supports are in place for learners
- Follow established protocols for the organization, running, and reporting of courses, workshops and events
- Develop, monitor, and evaluate budgets for distance education courses and workshops

**4. Managing Continuing Education deliveries of courses from Aurora College Academic programs.**

- Prepare an annual delivery and marketing plan in consultation and in agreement with appropriate Academic Program Head
- Create and distribute promotional information using various forms of media
- Collaborate with other staff to ensure provision of classroom and office space and equipment
- Provide potential instructor resumes to appropriate Program Chair for selection and approval
- Hire, supervise, and evaluate instructors for all Continuing Education programs service contracts
- Ensure that all Continuing Education student registration documents are submitted to the Admissions Office
- Manage resources for courses including ordering, distributing and tracking textbooks
- Ensure appropriate recording of marks
- Ensure confidentiality of student records
- Ensure course details are accurately prepared for entering in the system
- Recommend students for graduation to the Vice President, Community & Extensions

- Ensure college policy and procedures are followed and appropriate action is taken when required
- Act as the liaison between students and the instructor.

**5. Develop new initiatives.**

- Conduct community needs assessments in consultation with the Regional Program Heads and with the applicable Community Adult Educators
- Communicate regularly with community organizations and agencies and other program managers and staff to assess needs
- Contract out projects as needed
- Work with the Vice President, Community & Extensions and other Campuses to establish new educational/training initiatives to meet regional needs for delivery on-campus and off-campus
- Obtain funding for new initiatives as appropriate
- Develop contracts with third party clients.

**6. Maintaining public relations and market activities.**

- Plan and develop advertising campaigns
- Manage the preparation and distribution of advertising and promotional materials in a timely fashion
- Respond to inquiries from individuals, agencies and community groups
- Write articles on continuing education activities, from time to time, for College and external publications
- Evaluate the effectiveness of various advertising methods and amend or change strategies as appropriate
- Develop and maintain an extensive “marketing contacts” list

**7. Coordinating conference and institute planning.**

- Liaise with sponsoring organization
- Ensure appropriate registration procedures
- Manage provision of facilities, support services and materials
- Evaluate conference delivery
- Demonstrate relationship and team building skills

**8. Assisting the College to carry out its mandate through:**

- Prepare required reports and statistics
- Represent the College/Campus at meetings
- Perform other related duties at the request of the Vice President, Community & Extensions or the Vice President, Education & Training
- Prepare proposals and contracts
- Research funding sources
- Assist with college-wide marketing activities as required

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands.

### **Environmental Conditions**

No unusual conditions.

### **Sensory Demands**

The range, breadth, number of activities, and seasonality creates a fast-paced work environment with competing demands on time.

### **Mental Demands**

Travel may be required to remote locations using small aircraft. Some road travel may be required.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of the community and region as related to the educational and training needs of the industry, business and government
- Demonstrated knowledge of adult education program delivery and evaluation methods
- Knowledge and an understanding of accepted continuing education practices and policies
- Knowledge of northern cultures, politics and an awareness of the organization and structure of the College and the relationships with various partners in the communities and across the Territories
- Knowledge of financial systems and able to evaluate and monitor budgets
- Demonstrated knowledge of Project Management skills and applications
- Skill in interpersonal verbal and written communications and listening in order to communicate with diverse, cross-cultural groups, chair meetings, make presentations, develop proposals, mediate, influence and persuade
- Demonstrated human resource and team-working skills
- Proven organizational skills
- Proven skills in budgeting and anticipation of long-term needs and requirements of the College, industry, business and government
- Ability to work independently and meet deadlines by managing time appropriately
- Ability to use Microsoft Office, e-mail, Internet and basic office equipment

### **Typically, the above qualifications would be attained by:**

- Completion of a relevant post-secondary degree such as Business Administration, Adult Education, Education or Management
- Certification in Adult Education or Training
- 3 years of related experience

### **Asset**

- Background in adult education and experience in a post-secondary education environment
- Project Management Training and experience
- Experience in a cross cultural setting

## **ADDITIONAL REQUIREMENTS**

### **Position Security** (check one)

- ☐ No criminal records check required
- ☒ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

### **French language** (check one if applicable)

- ☐ French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

READING COMPREHENSION:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

WRITING SKILLS:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

- ☐ French preferred

### **Indigenous language:** Select language

- ☐ Required
- ☐ Preferred