



Program Coordinator

School of Business

Posting: Y17-52	Closing Date: July 18, 2017
Position Type: Term (Non-teaching Faculty)	Workload: Full-time
Start Date: September 1, 2017	End Date: December 31, 2017

Camosun College values teaching excellence in its faculty and is committed to successful learning for its students. The School of Business is seeking applicants for a full-time term Program Coordinator.

Continuing Education (CE) provides educational training and educational support services on a for profit basis and enhances college access by providing flexible training opportunities to help individuals secure employment, advance their careers or address personal and professional development learning needs. The Program Coordinator works closely with local business, professional associations and industry representatives to identify training needs and to provide customized services that generate significant economic influence in the local economy. The objective is to anticipate skill gaps and offer timely and cost effective training that fills the gap.

Under the direction of the Dean, School of Business, the Program Coordinator is responsible for the leadership, development and management of a profitable portfolio of non-base funded courses, programs and/or contract services that support the College's Strategic Plan.

The Program Coordinator will continually refresh his/her portfolio based on the latest market research and input from program advisory committees, professional associations, students/clients and a network of content stakeholders. The coordinator has primary responsibility for ensuring the quality of courses, programs and services within the portfolio is maintained over time and that the delivery of these activities is done in an effective and efficient manner. This position coordinates and supports the personal and professional talents of the instructors and staff within the program areas and assist them in functioning as an effective team.

Job functions include:

- Business Development
- Planning
- Management of Portfolio
- Marketing
- Educational Standards and Quality
- Student Success

The successful candidate is expected to:

- Have experience in the design, implementation and management of programs and services on a for profit basis
- Possess the ability to provide leadership to a diverse portfolio of programs, courses and services
- Seek and develop entrepreneurial opportunities for the provision of training and educational support services
- Build networks and relationships within the business, industry and professional associations communities and the college's schools and department
- Be skilled in change management and team building
- Possess the ability to create and maintain a positive, student/client-centred working environment that supports learning for students, faculty and staff

Qualifications:

Bachelor's Degree

Five years of relevant experience in the management of a for profit enterprise, preferably in the public sector

Strong working knowledge of and experience in the BC public post-secondary system

Or an equivalent combination of education and experience

Salary is commensurate with education and experience as per the collective agreement.

Apply online at www.camosun.ca/careers. We would like to thank everyone in advance for applying as only those selected for an interview will be contacted.

Camosun College is an Equal Opportunity Employer