



## OSHKI-PIMACHE-O-WIN EDUCATION & TRAINING INSTITUTE

### JOB DESCRIPTION

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**Position Title:** PROGRAM COORDINATOR

**Reports To:** Director of Academics

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#### **POSITION SUMMARY:**

Reporting to the Director of Academics, the Program Coordinator shall coordinate the accredited postsecondary programs offered at OSHKI. In partnership with our college and university partners, the Coordinator will have primary responsibility for the delivery of accredited post secondary programs as assigned from time to time. The Program Coordinator consults with the Director of Academics on all aspects of program operations, including student services, program development and delivery.

#### **MAJOR RESPONSIBILITIES:**

##### **Program Delivery**

- Develop course schedules and ensure effective coordination and implementation of all program timetables, and revise as necessary.
- Arrange training for faculty members in collaboration with the IT Maintenance & Support Officer for the use of e-learning platforms at OSHKI or with other partners such as Contact North.
- Establish and convene regular Program Advisory Committee meetings to provide updates and consult with members to ensure program objectives and delivery methods are responding to the learning requirements of students.
- Convene Faculty meetings to provide updates and ensure program objectives and delivery methods are responding to the learning requirements of students.
- Identify and arrange for professional development opportunities for self and faculty.
- Provide back-up assistance for the coordination, implementation, recruitment, and admissions for all program offerings at OSHKI when required.
- Develop and deliver course or workshops that enhance programme effectiveness and student learning.
- Coordinate field placements, facilitate problem solving and liaise between placement and students regarding supervisory needs.

##### **Student Recruitment**

- Travel to Nishnawbe Aski Nation communities for purposes of program promotion, student recruitment, and consultation with local education directors or authorities.
- Promote OSHKI's education and training programs in Nishnawbe Aski Nation

communities and to other learners to achieve the student enrolment targets for each program offering and assist in preparation of admission documents.

### **Student Support**

- › Provide guidance and support for students through career counselling, arrange tutoring, facilitate access to community health and wellness programs.
- › Travel to the communities where the students reside to provide student support, encouragement, instruction and evaluation.
- › Assist the Academic Director by providing input regarding extracurricular activities, need for student supports and orientation.

### **Program Development**

- › Participate in curriculum development including: (a) the review and revision of course outlines; (b) updating casebooks and textbooks; (c) creating independent study packages (d) conduct workshops and (e) provide instruction when required.
- › Identify new program opportunities as they arise that could address capacity and learning requirements in Nishnawbe Aski Nation and other learners.

### **Relationship Building**

- › Develop and maintain relationships with college and university partners, program stakeholders and other partners through liaison, visits, participation on working committees and related events for successful program development and delivery.
- › Develop and maintain relationships with staff in the communities and organizations in Nishnawbe Aski Nation through liaison, visits, participation on working committees and related events for successful program development and delivery.

### **Program Administration**

- › Assist the Academic Director with the hiring of faculty and field placement co-ordinators through the recruitment, interviewing and reference check stages when required.
- › Maintain up to date student and program files.
- › Prepare timely, complete reports and other documentation for accountability to Governing Council, program funders and partnering institutions.
- › Assist with budget planning by providing input to the Academic Director on activities related to the achievement of program objectives.
- › Assist with proposal development by providing input to the Academic Director on activities related to the achievement of program objectives.
- › Provide up-to-date and relevant content for website and other promotional materials on an on-going basis.
- › Perform other duties as may be assigned from time to time that support the successful operation of the Institute.

### **ACCOUNTABILITY:**

The Program Coordinator is responsible to the Academic Director for implementing her/his duties and responsibilities on a day to day basis.

The Program Coordinator will be accountable to the Executive Director for overall work performance according to the Personnel Policies and Procedures.

**QUALIFICATIONS:**

- Possess at a minimum a relatable undergraduate degree or an equivalent combination of education and related work experience
- Possess excellent evaluation, analytical and communication skills.
- Possess excellent communication strategies and problem solving capabilities.
- Fluency in Oji-Cree, Ojibwe or Cree would be an asset.
- Experience in working as Coordinator in education field would be considered an asset