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**To:** SGEU Staff

**From:** Human Resources

**Date:** September 11, 2024

**Re:** **Posting Notice: Program Coordinator (Ongoing); Weyburn or Estevan**

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Attached is a posting for a part-time term One Stop Service Associate currently available in Weyburn or Estevan. Applications must be accompanied by an updated resume. With regard to appointments, the following articles from the Collective Agreement are pertinent:

#### **4.3 Filling Positions by Competition**

Vacancies and new positions covered in the scope of this Agreement that the College chooses to fill shall be subject to in-service competition by all employees.

#### **4.4 Job Postings**

A competition shall allow a minimum eight (8) working days for applications to be submitted and shall be posted on the College's publicly accessible website and distributed to all employees including those on the re-employment list.

This in-service competition will end at 5:00 p.m. on **September 23, 2024**. Applications received on or before that date will be considered.

**To apply:** please email your application to [careers@southeastcollege.org](mailto:careers@southeastcollege.org) citing "Program Coordinator" in the subject line.

#### **4.7 Role of Seniority in Appointments**

Subject to Article 4.3, the applicant with the most seniority in the College and having the necessary qualifications, knowledge, education and skills to do the job shall be appointed to the position.

**If you have any questions regarding seniority, do not hesitate to contact Human Resources.**

In all cases, salaries and benefits are according to the respective classification in the Collective Agreement.

## Program Coordinator, Weyburn/Estevan TBD

Classification:	Level 6
Position Description:	Attached
Category:	1.0 FTE, Ongoing
Hours of Work:	Field (7.5 hrs per day)
Location:	Weyburn or Estevan

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### POSITION SUMMARY

Reporting directly to the Lead Program Coordinator, the Program Coordinator is primarily responsible for coordination, development, and delivery of a variety of courses in one or more program area(s).

### SCOPE OF WORK

1. Division: Professional Training & Continuing Studies
2. Function: In-Scope Field Staff
3. Supervisor: Lead Program Coordinator
4. Direct Reports: up to 5 FTE Instructors
5. Budget Responsibility: Program Area(s) of Assignment

### RESPONSIBILITIES

**The Coordinator must perform at an extremely high and sophisticated level of organizational ability. The Coordinator must be able to create and manage effective systems to ensure reliable and consistent outcomes.**

**Typical duties and responsibilities of the Program Coordinator may include, but are not limited to:**

- Conduct needs identification and researching training needs
- Develop program plan(s) for area of responsibility
- Contribute to the overall College marketing and communications plan and promote the College in the region as a provider of quality education and training programs. Liaise with external agencies.
- Prepare proposals and reports
- Develop and implement new programs and new initiatives
- Monitor and evaluate programs
- Prepare and monitor budgets
- Supervise staff/instructors, including performance management and annual appraisals. Supervisory responsibility of up to 5 FTE
- Participate in the selection and hiring process
- Participate in student selection
- Disseminate and articulate complex information
- Complete reports including ad hoc reports
- Develop and implement departmental procedures
- Identify co-delivery partnership opportunities
- Write and deliver proposals
- Lead events and perform public speaking on the College's behalf

## Program Coordinator, Weyburn/Estevan TBD

- Participate in and contribute to job fair and other student recruitment initiatives
- Handle complex, confidential and private information
- Order textbooks and managing supply inventory, as needed
- Set up classrooms which may include carrying books, materials, moving equipment and furniture
- Travel will be required

### QUALIFICATIONS

#### Education and Experience

- The relevant knowledge or formal training essential to perform the functions of this position is a relevant two-year diploma or a relevant bachelor's degree. This education would typically provide knowledge in program development, budgeting, proposal writing, analytic and research skills.
- The minimum amount of practical, related experience required to perform the duties of this position is two years. This experience would typically provide skills such as: negotiating with partners, dealing with sensitive situations, time management, supervision/performance management, budgeting, analysis and evaluation skills.

#### Other Requirements

- Valid Saskatchewan Driver's License and willingness to travel
- Satisfactory Criminal Record Check
- Legally entitled to work in Canada

**DATE ISSUED: 02/26/2018**

**DATE REVIEWED/AMENDED: 02/14/2022; 09/11/2024**