



University College  
of the North

## PROGRAM COORDINATOR/INSTRUCTOR FOR COMMUNITIES Adult Learning Centre

UCN is building better futures for a stronger North. UCN provides learning opportunities to northern communities and its people offering more than 40 academic degree, diploma and certificate programs. We commit to offering a safe, welcoming and inclusive work environment where innovation and creativity is welcomed. We offer a generous Total Compensation Package with health benefits, great pension plan along with the opportunity for personal and professional growth.

### DUTIES

Reporting to the Adult Learning Centre Education Director (currently the Associate Vice President of Access), the Adult Learning Centre (ALC) Program Coordinator - Communities is responsible for the day-to-day activities associated with the operation of the Adult Learning Centre program at multiple community campuses. The Coordinator is assigned instruction duties and assists with activities including University College promotion, student recruitment, and various program administrative functions. As a faculty member, holding a valid Manitoba Teaching Certificate, the Coordinator is responsible for the development and delivery of culturally relevant curriculum and evaluation of student performance related to teaching assignments.

### REQUIRED QUALIFICATIONS

- Bachelor of Education, and valid Manitoba Teaching Certificate (or able to obtain one)
- Minimum of five years' experience teaching adults in a high school, college or university programs (Mathematics, Science, English Language Arts)
- Experience with advising/mentoring instructors
- Experience with course and lesson development using the prescribed curriculum standards
- Experience teaching virtually
- Effective communication and interpersonal skills
- Effective organizational and time management skills
- Strong critical thinking and problem-solving skills
- Strong computer skills (Microsoft Office)
- Ability to work independently with minimal supervision
- Demonstrated ability to understand and support the specific needs of Indigenous learners and mature students in northern Manitoba
- Experience and/or knowledge and understanding of Indigenous cultures

### ASSETS

- The ability to speak an Indigenous language
- Teaching and Learning in Applied Education Certificate (or equivalent certification in adult education)

### CONDITIONS OF EMPLOYMENT

- Candidates must be legally entitled to work in Canada
- Child and Adult Abuse Registry and Criminal Record Check

*Applicants are asked to provide a cover letter, resume and names of three references with their application. Applicants must demonstrate in their cover letter and their resume how they meet the qualifications.*

*UCN is committed to building a workforce representative of the populations we serve. Preference will be given to qualified Indigenous candidates. Applicants are invited to indicate in their cover letter or resume if they are from any of the following groups: Indigenous peoples, persons with disabilities, visible minorities, or women and men in non-traditional roles. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. Persons with disabilities who require accommodation for any part of the application or hiring process should contact Human Resources.*

*Please indicate in your subject line the competition number for which you are applying*

*We thank all applicants for their interest, but only those selected for an interview will be contacted. Application materials, including references, will be handled in accordance with the Freedom of Information and Protection of Privacy Legislation (Manitoba).*

*For more information and other employment opportunities, visit [www.ucn.ca](http://www.ucn.ca)*

UCN acknowledges that we are on the traditional territories and homelands of many Indigenous peoples, who have existed here since time immemorial. The First Nations in the area that UCN serves entered into treaty relationships with the Crown and the territory has also become home to other Indigenous peoples. We uphold the treaties and collaborate with all Indigenous peoples to share truth, reconciliation and learning.

**COMPETITION NUMBER**  
**22-058**

**CLOSING DATE**  
**June 30, 2022; however, will remain open until filled**

**SALARY RANGE**  
**\$60,446 to \$89,761 per annum, plus remoteness allowance**

**POSITION CLASSIFICATION**  
**College Instructor**

**POSITION LOCATION**  
**Thompson or The Pas (other Manitoba locations may be considered)**

**POSITION TYPE**  
**Full-Time, Regular Position**

**APPLY TO**  
**University College of the North,**  
**Attention: Human Resources**  
**P.O. Box 3000**  
**Fax: (204) 623-4414**  
**Email: [hinfo@ucn.ca](mailto:hinfo@ucn.ca) (PDF preferred format)**