



ACCESS CENTRE COORDINATOR

Classification: Administrative Officer
Full-Time Permanent Position
Oxford House (Bunibonibee), Manitoba

University College of the North (UCN) is committed to building a workforce that is representative of the populations we serve. UCN invites applications from individuals who have a demonstrated interest and ability to work with Indigenous learners and mature students.

The Position: UCN is seeking a permanent, full-time Coordinator for the Bunibonibee Cree Nation (Oxford House) Post Secondary Education Access Centre (PSEAC). This position will also be required to provide some instructional duties and will be compensated accordingly. The incumbent will establish, implement and monitor administrative processes within the Access Centre. As an Instructor, this position will be teaching courses in the areas of: Continuing Education, Literacy & Essential Skills, High School, Post Secondary Preparation and other courses. The incumbent will use knowledge of community-based programs, UCN processes and policies to respond to public and student inquiries. The incumbent will be expected to work with other departments within UCN, as well as the community of Bunibonibee (Oxford House), to ensure the effective and efficient operation of the Bunibonibee/Oxford House Post Secondary Education Access Centre.

Qualifications:

- A relevant college diploma is required (e.g. Business Administration or Office Administration) or be in the process of acquiring credentials. Other appropriate combinations of education and experience may be considered.
- Experience with Administrative, management and accounting duties
- Knowledge of local organizations and their training needs
- Strong leadership skills
- Negotiation skills
- Risk management skills
- Excellent communication skills
- Effective interpersonal skills
- Managing results for change
- Effective organizational and time management skills
- Previous experience working with Indigenous and northern learners
- Proficiency with MS Office Software and other related computer skills
- Ability to work independently with limited supervision
- Experience and/or knowledge and understanding of Indigenous cultures is essential

Assets:

- A Bachelor of Education Degree with a valid Manitoba Teaching Certificate preferred, Bachelor Degree in another discipline, or combination of education and work experience
- Previous administrative experience in an education setting
- Certificate in Adult Education or comparable education
- The ability to speak an Indigenous language

Conditions of Employment:

- Candidates must be legally entitled to work in Canada
- Must have a valid class 5 driver's license and own transportation

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

For more information about the Centre and the community:

[https://www.ucn.ca/sites/commservices/regionalcentres/Pages/Oxford%20House%20\(Bunibonibee\).aspx](https://www.ucn.ca/sites/commservices/regionalcentres/Pages/Oxford%20House%20(Bunibonibee).aspx)

Representative Workforce is a factor in the selection process. Preference will be given to Indigenous candidates. Applicants are invited to indicate in their cover letter or resume if they are from any of the following groups: Indigenous people, 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.

Competition Number: 21-059
Closing Date: September 8, 2021 however, will remain open until filled
Salary Range: 26.99 to \$31.10 hourly, plus remoteness allowance

Apply to: University College of the North, Attention: Human Resources
P.O. Box 3000
The Pas MB R9A 1M7
Fax: (204) 623-4414
Email: hinfo@ucn.ca (preferred format)

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 letters of reference, will be handled in accordance with the Freedom of Information and Protection of Privacy Legislation (Manitoba).

Human Resources will work with applicants who require accommodation during the application or the interview process.

For more information and other employment opportunities, visit www.ucn.ca.