



University College
of the North

CENTRE COORDINATOR

UCN Bunibonibee Education and Training 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

The UCN Bunibonibee (Oxford House) Education and Training Centre requires a Centre Coordinator. The position is responsible for establishing, implementing, and monitoring administrative processes within the Centre using knowledge of UCN processes and policies to respond to community and student inquiries. The incumbent will be expected to work with other departments within UCN, as well as the community of Bunibonibee (Oxford House) Cree Nation, to ensure the effective and efficient operation of the Centre.

REQUIRED QUALIFICATIONS:

- Business Administration or Office Administration Diploma is required. Other appropriate combinations of education and experience may be considered
- Knowledge of local organizations and their training needs
- Excellent problem-solving skills with the ability to work independently with limited supervision
- Effective organization and time management skills
- Excellent communication and interpersonal skills
- Strong computer skills
- Adaptive to change
- Attention to detail
- Ability to prioritize work tasks
- Commitment to life-long learning

ASSETS:

- The ability to speak an Indigenous language
- Previous administrative experience
- Demonstrated ability to understand and address issues specific to Indigenous and northern learners

CONDITIONS OF EMPLOYMENT:

- Candidates must be legally entitled to work in Canada
- Valid class 5 driver's license, or equivalent
- Satisfactory Criminal Record Check, Child Abuse Registry and Adult Abuse Registry

Applicants are asked to provide a cover letter and resume 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 letters of reference, 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

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
22-132

CLOSING DATE
February 6, 2023; however,
will remain open until filled

SALARY RANGE
\$51,047 to \$58,820 per annum,
plus remoteness allowance

PAY CLASSIFICATION
Administrative Officer

POSITION LOCATION
Bunibonibee (Oxford
House), Manitoba

POSITION TYPE
Part-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 (PDF
preferred format)