



University College  
of the North

## CENTRE COORDINATOR UCN Tataskweyak (Split Lake)

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 Tataskweyak (Split Lake) Education and Training Centre requires a Centre Coordinator. The position is responsible for overseeing UCN administrative processes within the Centre and responding to public and student inquiries. The Coordinator will work with various UCN departments, as well as with organizations and members of the Tataskweyak (Split Lake) Cree Nation, to ensure effective and efficient operation of the Centre.

### REQUIRED QUALIFICATIONS:

- A relevant college diploma is required (e.g. Business Administration or Office Administration). Other appropriate combinations of education and experience may be considered
- Knowledge of local organizations and their training needs
- Strong leadership skills with experience in administration, accounting, and managing change for results
- Excellent problem-solving skills with the ability to work independently with limited supervision
- Effective organizational and time management skills
- Previous experience working with Indigenous and northern learners
- Excellent communication and interpersonal skills

### ASSETS:

- Previous administrative experience
- The ability to speak an Indigenous language
- Knowledge and experience with learning technologies in a college or university setting

### 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 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**  
22-072

**CLOSING DATE**  
*July 15, 2022; however, will remain open until filled*

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

**PAY CLASSIFICATION**  
*Administrative Officer*

**POSITION LOCATION**  
*Tataskweyak (Split Lake), Manitoba*

**POSITION TYPE**  
*Full-Time, Term Position (August 22, 2022 to June 30, 2023)*

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