

## POSTING NOTICE

**COMPETITION #:** SC-199-2526

**POSTING DATE:** January 19, 2026

**CLOSING DATE:** January 29, 2026

**CLOSING TIME:** 12:00 PM

**POSTED:** INTERNAL/EXTERNAL

**POSITION TITLE:** Coordinator, Post-Secondary Education

**CLASSIFICATION:** Field

**SALARY:** Level 8, Non-Instructional Salary Grid

**LOCATION:** Melfort, SK

**POSITION TERM:** As soon as possible to June 30, 2026

**HOURS OF WORK:** 37.5 hours per week

**STATUS:** Temporary / Part-Time

**IMMEDIATE SUPERVISOR:** Manager, Post-Secondary Education & Admissions

\*Start date may vary slightly.

Applications including Resume & Cover Letter to [humanresources@suncrestcollege.ca](mailto:humanresources@suncrestcollege.ca)

### **POSITION SUMMARY:**

Under the supervision of the Manager, Post-Secondary Education this position is primarily responsible for the delivery, coordination, and evaluation of post-secondary programs for the College. These programs may include brokered programs or programs developed to meet a specific need. This position will supervise staff members associated with delivering post-secondary programs. This position is integral to the recruitment of students and promotion of post-secondary programs. This position will participate as a member of the College Innovations Team and represent the College on provincial, regional, and local committees, as required.

### **JOB DUTIES AND RESPONSIBILITIES:**

#### **1. Program Planning, Promotion, and Coordination**

- Participate in the planning process to assist in determining annual Post-Secondary program plans.
- Participate in program or training negotiations with partners.
- Research new programs and training needs, and assist in developing and implementing new programs.
- Respond to training needs identified; prepare training plans and training proposals for clients, and arrange for brokering or development of specific training requests.
- Develop, balance, coordinate and monitor program budgets and expenditures.
- Arrange for all necessary program coordination, ensuring all materials and supplies are ordered and are in place prior to the start of the program.
- Arrange for facilities and equipment needed for the operation of assigned courses and programs.
- Negotiate and obtain price quotes from suppliers/partners, order books and supplies, ship/receive, and maintain inventories.
- Participate in the recruitment and selection process for program staff as required, ensuring posting and contract requests are forwarded to the administrative office as required.
- Assist with the marketing plan for program promotion; ensure the Marketing department has proper information to prepare advertising; ensure all required information is distributed to College staff.

- Provide programming information to students, training partners, and the general public through phone conversations, e-mail, fax, in-person meetings, and class visits.
- Promote programs at career fairs, trade shows, to secondary schools and to the general public.
- Works with Manager, Post-Secondary Programming in student recruitment and selection process.
- Consult with all College staff, specifically Manager, Post-Secondary Programming, Manager, Corporate Training and Community Development, Marketing staff and Business & Training Representatives as required.
- Support and advocate to all staff and external partners for alternative delivery methods in education, primarily for distance education, both synchronous and a-synchronous.

2. *Monitor Program Delivery*

- Provide effective supervision of staff reporting to this position (if applicable), ensuring all staff receive ongoing orientation, evaluation, and support. Ensure that all staff supervised has developed work plans, professional development plans, and updated job assignments.
- Ensure regular monitoring and evaluation of programs.
- Address program issues as required, referring more complex issues to the manager.
- Monitor budget expenditures, amend budgets if required.
- Ensure that College Policy, Procedures and the Collective Bargaining Agreement are followed where applicable.
- Monitor student attendance and assist instructors in resolving conflicts and implementing the disciplinary process; refer complex situations to the manager.
- Participate in evaluating program effectiveness in meeting community/industry needs.
- Provide timely oral and written reports to the manager, funding agencies, and other partners as required.
- Provide timely follow-up documents to administration (e.g. overdue accounts and arrears forms, exit forms, etc.).

3. *Communications and Decision Making*

- Communicate effectively with staff, clients, potential clients, other agencies, institutes, organizations, stakeholders, and the general public.
- Refer specific training requests to the appropriate college personnel.
- Ensure database of contacts and clients is current and accurate.
- Participate in meetings and discussions with stakeholders such as co-workers, students, agencies, government departments, business and industry, educational institutions, partners in program development and delivery, and aboriginal organizations.
- Participate in the team decision making process: decisions will require creativity and some independent judgment. These decisions are made in order to resolve, adapt, develop solutions and recommend changes and/or to introduce new procedures and practices.
- Provide creative approaches to solving training and services problems, and developing solutions for trades and industry clients.

4. *Additional Duties*

- This position will be required to travel on occasion; most travel is within the geographical area, with few overnight stays necessary. Some provincial travel is required.
- Other duties as assigned.

**QUALIFICATIONS:**

1. *Education & Experience*

- The minimum educational qualification for this position is a relevant Bachelor's degree; an equivalent combination of related experience and post-secondary education, or journeyperson (Red Seal) in a skilled trade relevant to the College's programming may be considered. This education would typically provide knowledge in program development, business operations, needs assessment, budgeting, proposal writing, supervision, leadership, and analytical and research skills.
- The minimum amount of practical, related experience required to perform the duties of this position is two years in a similar or complementary supervisory position.
- Demonstrated experience in managing multiple projects, developing and maintaining community partnerships, and program planning.
- Demonstrated experience working in a cross-cultural environment.

2. *Knowledge, Skills & Abilities*

- Demonstrated proficiency in the use of computer applications, including communications technologies, spreadsheets, word processors, internet usage, and other applications.

- Demonstrated oral and written communications skills.
- Demonstrated effective public relations and public speaking skills.
- Demonstrated supervisory and leadership skills.
- Demonstrated interpersonal skills and the ability to work in a team.
- Demonstrated analytical and problem solving skills.
- Demonstrated ability to facilitate groups with differing opinions, experience, and backgrounds.
- Demonstrated ability to analyze, conceptualize and synthesize needs and make recommendations.
- Demonstrated personal responsibility for the performance necessary to achieve individual and / or team goals and objectives.
- Ability to research information and opportunities, make decisive decisions, and use deliberate strategies to influence, persuade or inspire others.
- Ability to adapt to changing circumstances.
- Ability to travel as required by the position.
- Ability and willingness to perform position duties remotely. This includes having a dedicated workspace with reliable and sufficient internet connection along with the ability to self-motivate.
- Ability to access files remotely.
- Demonstrated familiarity with the tools and technologies that support working from home.

3. *Other Requirements*

- Valid Driver's license is required.
- Satisfactory Criminal Record Check Required