### Job Posting: Unit Coordinator – College Programming

<table>
<thead>
<tr>
<th>Date of Posting:</th>
<th>Closing Date:</th>
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<tbody>
<tr>
<td>July 14, 2020</td>
<td>July 28, 2020</td>
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**Position Type:** This is a full-time permanent position

**Organizational Overview:**
Six Nations Polytechnic is a unique post-secondary Institution, recognized by community, government and institutions of higher learning, as a centre of excellence in Indigenous Education. Six Nations Polytechnic has delivered post-secondary programming for over two decades, in partnership with publicly funded Ontario Universities and Colleges. We are currently experiencing an unprecedented level of growth and are looking to further develop our team.

If you are seeking a new and exciting career opportunity, have passion for education, and want to be part of a dynamic, diverse, and continuously growing team, then Six Nations Polytechnic is the employer for you!

**Position Overview:**
Under the supervision of the Unit Manager – Community Services, the Unit Coordinator organizes and administers academic services for the development, planning, delivery, and quality assurance of educational offerings in the College & Trades Unit, enhancing program success and learner engagement with a focus on College programming. The position provides administrative support to the Unit Manager – Community Services, and the Unit Manager – Health Services, and general support to teaching staff. The Coordinator is required to perform all duties consistent with the governance and operating policies of Six Nations Polytechnic.

**Duties:**
The duties of the Unit Coordinator – College Programming include, without limitation:

**Program Planning, Delivery, and Quality Assurance**
- Support the annual (18-month) planning of all program and course offerings; and the implementation of curriculum revisions and new course and/or program implementation;
- Participate in enrolment planning and recruitment activities, attend “Information Night” and “Open House” sessions; and support the creation and dissemination of recruitment materials;
- Oversee the calendar of important dates, tasks, and deadlines, soliciting updates from and issuing monthly and biweekly reminders to all staff; and maintain the Unit’s Outlook calendar;
- In each term, allocate space and other necessary physical resources for program delivery, in collaboration with appropriate Units, to ensure efficiencies and avoid conflicts and service redundancies; and ensure facilities are in smooth operating condition;
- In each term, coordinate Instructor orientation activities and Learning Management System training;
- Participate in the planning and coordination of professional development for teaching and support staff, including potential collaboration with other Units for shared learning opportunities;
- Participate in the cyclic review and quality assurance of all programs, including performance reviews, Instructor and student focus groups, and strategic recommendations and responsive action plans;
- Distribute blank course evaluation forms at the midpoint and end of each academic term; collect, collate, record, and summarize data arising from course evaluations; participate in unit processes for distribution of course feedback to Instructors; and maintain complete electronic files of such records at the program level.

**Communications & Records**
APPLICATION PROCEDURE:
Applications will be accepted until July 28, 2020 at 4:00pm:
1. A **cover letter** outlining your interest in working at Six Nations Polytechnic in the position of Unit Coordinator - College Programming.
2. A **curriculum vitae/resumé**.
3. Names and contact information for **three professional references**.

For a complete Job description please contact Diana Lomax at humanresources@snpolytehnic.com

Above application materials can be sent to the attention of:
Diana Lomax, Human Resources Manager
Email: humanresources@snpolytechnic.com
Please put “**Unit Coordinator – College Programming Job Application**” in the subject line.

We thank all interested applicants, however only those candidates selected for an interview will be contacted.