

MATURE STUDENT HIGH SCHOOL DIPLOMA PROGRAM
COORDINATOR
TERMS OF REFERENCE

Position Summary:

Under the direction of the Director of Yellowquill University College, the Mature Student High School Diploma Program (MSHSD) Coordinator shall provide managerial and administrative support as well as recruitment services, reporting directly to the Director of Yellowquill University College. The MSHSD Coordinator shall provide the services and responsibilities associated with the delivery of the MSHSD program, on and off campus.

Duties/Tasks:

The MSHSD Coordinator shall:

1. Oversee the coordination of the MSHSD program in accordance with provincial adult education principles.
2. Supervise the development and revision of curricula as required following provincial standards for the MSHSD program.
3. Write/develop funding proposals for the MSHSD program for submission to the provincial adult education office and various funding agencies.
4. Prepare yearly interim and final statistical and financial reports for the province with the Director and Finance clerk's assistance.
5. Prepare and provide program reports, including financial, as required by funding authorities and the Director of Yellowquill University College.
6. Develop a plan for evaluating MSHSD instructors annually.
7. Participate in professional development activities related to the MSHSD program as necessary.
8. Meet with the MSHSD advisory group twice a year, or as needed, in the delivery of the MSHSD program.
9. Submit attendance reports, mid-term and final marks and other reports as necessary to the Director and Student Records Clerk of Yellowquill University College.
10. Recommend texts, resources and reference materials and supplies required for the MSHSD program for all classes taught.
11. Plan and prepare the instructional timetable with the MSHSD staff.
12. Assist with the registering of students and provide advice on class selections.
13. Provide academic and career counselling to students as required.
14. Plan and implement an innovative student recruitment plan.

15. Establish and maintain effective working relationships with administration, staff and representatives of a wide variety of organizations and groups.
16. Prepare clear, comprehensive, effective and persuasive written and oral presentations.
17. Maintain an inventory of all instructional materials and equipment for each class taught.
18. Prepare and distribute student recruitment advertising and marketing materials.
19. Communicate effectively orally and in writing.
20. Visit high schools for recruitment purposes and meet with prospective students.
21. Host adult recruitment fairs to foster interest in programs offered by Yellowquill University College.
22. Liaise with other college and university recruitment counsellors.
23. Plan and organize orientation sessions for students.
24. Respond to queries from prospective or new students.
25. Promote the recruitment program among YQUC staff to elicit their ideas, support and participation in the program.
26. Analyze, evaluate and report on recruitment activities to YQUC administration.
27. Create and maintain computer accounts and Microsoft 365 accounts for students.
28. Enter and maintain student records on the student database, TOSM.
29. Ensure attendance reports and marks are distributed promptly to students and their funding agencies.
30. Other duties as assigned.

Qualifications:

1. A minimum of a Bachelor of Education degree.
2. A permanent valid Manitoba teaching certificate.
3. Experience working in adult education with Aboriginal students.
4. Excellent communication and interpersonal skills including the ability to work in a team environment.
5. Ability to work independently with minimal supervision.
6. Valid Class 5 Manitoba driver's license.
7. Submission of a Criminal Records Check and Prior Contact check.

A letter of application and accompanying resume with two references may be sent to:

Doreen Beauchamp (dbeauchamp@yellowquill.org)

Fax: (204) 953-2800

Deadline: Open until position filled