

Yukon University
Statement of Qualifications
Community Adult Education Coordinator

Department: Continuing Studies
Position Title: Community Adult Education Coordinator
Location: Carcross Campus
Date: 2024

Essential Qualifications (assessed in screening process)

<u>Education and Training</u>	Master's preferred or Bachelor's degree in relevant discipline (ie, Education) or combination of related post-secondary education/professional designation and experience.
<u>Demonstrated Abilities</u>	Experience coordinating programs and people in a cross-cultural environment Instructional experience Experience working with First Nation organizations, agencies and governments Experience with community development, and working with community initiatives and needs Valid Driver's License
<u>Other skills and/or knowledge which may be desirable:</u>	Knowledge of Yukon First nation approaches to governance, education and justice Knowledge of instructional techniques, practices and strategies in adult education

Rated Qualifications (factors assessed through interview, etc.)

Knowledge:

- K.1 Knowledge of instructional techniques, practices and strategies in adult education;
- K.2 Knowledge of adult students, their characteristics, needs, profiles;
- K.3 Knowledge of budget, variance reporting, and administrative practices;
- K.4 Knowledge of northern multi-cultural cultural issues and trends;
- K.5 Knowledge of course and curriculum development;
- K.6 Knowledge of distance learning methodologies and technologies and willingness to use and stay current;

Abilities:

- A.1 Ability to plan, organize, develop, promote and supervise various programs and Initiatives;
- A.2 Ability to evaluate programs that support the education, social and cultural goals of the community and Yukon College;
- A.3 Ability to connect with people and develop strong partnerships;
- A.4 Ability to establish and maintain effective working relationships with College staff, students, instructors; within the community and with outside agencies;
- A.5 Ability to work effectively in a team environment;
- A.6 Ability to utilize a variety of computer software (Word, Excel, Internet, email, etc.);

Personal Suitability:

- PS.1 Ability to communicate effectively, both orally and in writing;
- PS.2 Effective interpersonal skills, particularly in a multi-cultural and team environment;
- PS.3 Ability to work with diverse groups in a community setting;
- PS.4 Ability to work in a variety of work settings, including remote locations such as camps or wilderness settings;
- PS.5 Ability to take initiative, anticipate, shape and adapt to emerging opportunities, and work independently;
- PS.6 Ability to be flexible and adaptable to changing work demands;
- PS.7 Ability to positively represent Yukon College with colleagues, clients and the community;
- PS.8 Commitment and interest in training and development activities in adult education.

Conditions:

Must be able to travel within the Territory during any season and, on occasion with little notice;