

YUKON UNIVERSITY
POSITION DESCRIPTION

PART 1 – IDENTIFYING DATA

Position No.: YC1625

Position Title: Community Campus
Adult Education Coordinator (CAEC)

Division: Community
Education & Development

Head Quarters:

Supervisor's Title: Dept. Head,
Community Education & Development (CED),
South Region

Date Description Revised: October 2016

PART 11: SUMMARY (broad statement of why position exists):

Reporting to the Dept. Head of Community Education and Development, the Community Campus Adult Education Coordinator (CAEC) is responsible for coordinating programs, services and operations at the Community Campus level by providing academic and administrative leadership in the facilitation and or delivery of programming; in accordance with Yukon University acts, regulations, policies and departmental procedures.

This position liaises extensively with representatives of the First Nation, Yukon and Canada governments, local and regional employers, appropriate business and industrial associations, tertiary providers of educational and related services, and other University personnel. The CAEC also advises the Department Head/ CED Directors about opportunities and challenges related to the implementation of the campus plan, the University's Strategic Plan, and University Transition in the community.

A. Duties and Responsibilities

**1. Major function-the most important activity or responsibility required
(describe what is done, why it is done and how it is done):**

**Provide leadership and support for the provision of educational services in
the community by:**

- a) Developing and implementing an annual and multiyear campus plan based on the input from the University Strategic Plan, local governments, community organizations and community campus committee.
- b) Liaising and aligning campus goals and organizational values through a strong connection with the community campus committee
- c) Advertising, promoting, and marketing of programs, offerings, or events at the campus or in the region
- d) Organizing and scheduling classes that meet the needs of the community as described by the community;
- e) Planning course schedules and instructor assignments and ensuring that the appropriate administrative practices are followed

- f) Supervising and managing the recruitment and selection of casual instructors by preparing personnel documentation such as instructor hires and time sheets; participating in interview committees, reviewing resumes, producing the employment contract for personnel/finance approval, getting contract signed, signing the stipends and time sheets and ensuring they are received in payroll on time; and supervising the effectiveness of their performance;
- g) Being the primary point of contact or representative of the University in the community
- h) Working independently or with other University Units to provide client service and support through case management or other learner connection tools.
- i) Fostering and maintaining relationships with local governments, community organizations and other stakeholders in the community
- j) In cooperation with regional Department Head, supporting the activities and business of the local community campus committee, and developing proposals for specific community initiatives.
- k) Liaising with programming divisions within Yukon University for the provision of programming at a local level or via distance.
- l) Participating in departmental initiatives, and where possible, cooperating and coordinating with other campuses to enhance educational opportunities for students
- m) Collaborating and supporting core staff working in the community
- n) Establishing and maintaining strong, collaborative working relationships with other Community Campus Coordinators and staff
- o) Supporting innovative educational delivery mechanisms and strategies for intercampus offerings or specialized programming.

Approximate percentage of job time major function is performed: 60-85%

- 2. Other principal activities, in order of importance (describing for each what, why, and how, and approximate percentage of job time required, rounded off to the nearest 5%):**

Working with the Department Head and Divisional Budget Officer:

- a) Preparing and monitoring annual Capital and O&M campus budget for submission to supervisor; requisitioning supplies, equipment, and repairs against budget allocations; and maintaining an inventory of program supplies and equipment;
- b) Reporting status and progress of programs and courses and making recommendations on new and existing program proposals, implementation, and delivery to the Department Head, CED on a regular basis;

Contingent upon an Instructional Workload Agreement, instruct programs and courses for purposes of employment entry, further education or training, and/or professional and personal development, by:

- a. Supporting students pursuing Yukon University programming locally, via distance or at another campus through the provision of, or the facilitation of advising, registration support, funding guidance and coaching.

- b. Where appropriately qualified/credentialed and when it aligns with campus plans, designing curriculum and or delivering curriculum and or providing instruction and or supervising/evaluating instruction
- c. Planning, organizing, and conducting both theoretical & practical lessons, through classroom and/or distance learning technologies, in subject areas of instruction, to students in local or distance classrooms, home study or through the internet;
- d. Consulting and liaising with other instructors and coordinators as needed, to integrate program/course content or to team-teach;
- e. Advising prospective and registered students regarding their academic programs;
- f. Assigning and reviewing work of students;
- g. Maintaining accurate records, student assessments, progress reports, attendance, background information or terminations, final reports, and placement/employer requests, etc.;
- h. Liaising with Admissions, Counselors, and other staff on items such as student admissions, counseling referrals, learning assistance, and student discipline/attendance problems;
- i. Researching, developing and maintaining effective curriculum through: reviewing and writing instructional materials; incorporating learning material aids; applying distance learning technologies; and assessing audio-visual resources for content and accuracy;

Approximate percentage of job time major function is performed: 10-35%

3. Examples of additional Departmental activities, which may be performed:

- a. Where appropriate, engaging in and or supporting research through the Yukon Research Centre
- b. Serving as a member on committee(s) as appropriate;
- c. Hosting visiting officials and explaining local campus activities.

Approximate percentage of job time major function is performed: 5%

4. Approximately how long will it take for a fully qualified employee from outside the work unit to reach the full working level of the position?

-10 months to reach a full functional level

B. Problem- solving and decision-making

1. a) List any sections of Acts, Regulations, Policies or Procedures with which the incumbent must be familiar with in order to perform the position's functions:

Yukon University Policies & Procedures, including Academic Regulations & Procedures and Human Rights & Harassment Policies; Yukon Occupational Health and Safety Act; agreements between Yukon University and external agencies; relevant occupational certification standards and requirements; Liard First Nation Land Claim and Self-Government Agreements.

- b) Is the position responsible for interpreting, administering, or enforcing any of the above? If yes, explain.**

Yes – interpretation of policy/procedures and compliance with of all the above.

- 2. a) Describe the kinds of recommendations the incumbent is regularly required to make and to whom:**

To Supervisor – regarding: purchase of materials and supplies; capital expenditures; campus budget; training and development needs; facility modifications; program changes; policies and procedures.

To Campus and University Colleagues – regarding: program/course content; course/program development activities; learning activities; student assessment, transfer, placement and progress.

- b) Who normally makes the final decisions with respect to those recommendations?**

Supervisor

- 3. a) Describe the kinds of final decisions regularly made for which the incumbent is held accountable.**

Student assessment; the purchase, preparation and use of instructional materials; selection of appropriate teaching methods; student placements; schedules; advanced standing in the program; transfer and placement of students.

- b) What is the direct impact of those decisions?**

Quality of instruction, student retention and progress in University programs/courses, advanced standing in other programs (as applicable), employability, transferability, etc.

C. Freedom to Act

- 1. Describe the way in which this position receives direction:**

From the supervisor via group meetings and/or individual discussions; from University and SCED Strategic Directions; from approved policies and procedures; and from structured feedback from the community and partners.

- 2. What legislation, regulations, procedures or established practices guide, constrain, or limit the activities of this position?**

See B.1 a) above.

3. How is the work of the position normally checked or evaluated?

Through supervisor's meetings; self, peer, student, and regular formal supervisory evaluations; feedback from clients, employers and/or departmental and University managers; performance planning.

4. What types of decisions are normally referred to the supervisor? (Give examples)

Budget allocations; changes in programs and courses; curriculum changes; scheduling in cooperation with the other program areas; policy matters, student termination.

D. Financial Accountability

1. Program Dimensions:

a) Annual Budget (for unit under the direct control of the position) :

Fiscal year:	
Annual Payroll:	\$
O/M Budget (excluding payroll):	\$
Capital Budget (excluding payroll):	\$
Revenues:	\$
Recoveries:	\$
Non-labour O&M	\$ as determined on annual budget cycle

b) Who prepares this budget?

Supervisor in consultation with incumbent.

c) What is the position's accountability for budget once allotted?

The position is responsible for prioritizing expenditures within the program area and managing the campus budget.

d) Does position have authority/ability to reallocate resources? (describe)

Within the confines of the program area.

e) Signing authority levels:

N/A

2. Other expenditures or revenues influenced by this position and how.

Recommendations regarding: program related capital; acquisitions; and identification of possible third party contracts.

E. Management Supervision of Human Resources

 1. No direct supervisory duties

 X 2. Supervisory duties

a) Number of positions supervised directly: Permanent
Aux/Casual 3-5

a) Nature of supervisions: (check any of the following supervisory tasks that are performed on a regular basis);

- X a) Show colleagues how to do tasks
- X b) Train other employees in work procedures
- X c) Assign work and review for quality/quantity
- X d) Establish work priorities and schedules
- e) Change duties and responsibilities
- X f) Participate with supervisor in employees' performance evaluations or formally appraise employees' work performance and discuss appraisal with them, making a final recommendation to advance or withhold merit increments
- X g) Recommend appointment or rejection upon completion of probationary period
- X h) Interview employees with attendance or performance problems
- i) Act as first formal step in the grievance procedure
- X j) Interview candidates for vacant positions in the unit
- X k) Give opinion to supervisor on selection of new employees, or make final decision on selection of new employees
- X l) Other (describe) Ensure collaboration between casual and permanent staff on student progress and program direction.

F. Key Personal Contacts

<u>Who (what positions or groups)</u>	<u>Purpose</u>	<u>Frequency</u>
1. Campus staff	Advice/information/collaboration	Daily
2. Students	Instruction & Supervision	Daily
3. External organizations and Partners	Coordination	Weekly
4. Depart. Head, SCED (Supervisor)	Direction	Weekly
5. University Staff	Advice/information	Weekly
6. Community Campus Committee	Advice on programming and student funding	Monthly

G. Tools, Equipment, or Machinery Used

<u>Name</u>	<u>Purpose</u>	<u>Frequency</u>
Audio-visual equipment	Instruction	10%
Distance Learning Technologies	Instruction	20%
• Computer		
MS Office	Administrative Duties	15%
Banner	Administrative Duties	10%
Internet email	Communications	15%

H. Working Conditions

Describe any adverse conditions that are normal and expected in the job.

a) Describe weights lifted:

<u>Type</u>	<u>How Heavy</u>	<u>Percentage of time</u>
Program related equipment or up to 25 kg Materials		daily

b) What working conditions (sitting, standing, bending, reaching) or types of physical effort (hiking, walking, driving) are required?

<u>Type</u>	<u>Percentage of time</u>
Normal office/classroom environment	80%

c) Describe any physical hazards present:

<u>Type</u>	<u>Percentage of time</u>
Hazardous driving conditions	0-5%

d) Describe special physical conditions leading to discomfort:

<u>Type</u>	<u>Percentage of time</u>
, -Travel-occasional requirement to stay in less than ideal facilities -Adverse weather conditions.	0-5%

e) Interpersonal Conditions: Check any of the following conditions which are normal and expected in the job and give examples:

- high level of dissatisfied students
- high level of emotional students
- potential physical abuse from students
- regular critical deadlines, e.g., course commencement and completion dates;
- budget input;
- high level of irregular critical deadlines
- constant interruptions: frequent unscheduled student contacts
- instructions from more than one source
- other:

f) Travel Required

- a) Average number of trips annually - 2
- b) Average number of days per trip - 5
- c) Average distance - 580 km (to Whitehorse)
- d) Most frequent mode of transportation - motor vehicle

I. Organizational Chart

- Complete portion above dashed line whether the position supervises or not.
- Complete portion below dashed line if this position supervises others.

IMMEDIATE SUPERVISOR'S POSITION

Title: Department Head
Classification Level: BU11

PEER POSITIONS: (all those reporting to the same immediate supervisor)

Title: Instructors Title: Coordinators Title:
Classification Level: BU09 Classification Level: BU09 Classification Level:

Title: Coordinator(s) Title: Coordinator/Tutor(s) Title:
Classification Level: BU07 Classification Level: BU06 Classification Level:

SUBJECT POSITION TITLE: Community Campus Adult Education Coordinator

SUBORDINATE POSITIONS:

Title: Sessional Instructor(s) Title: Admin Assistants/Tutors
Classification Level: Casual Classification Level: Casual

PART III – SIGNATURE

I confirm that this describes the duties and responsibilities I require of an incumbent in this position and have reviewed the description with the incumbent (where applicable).

I have read the foregoing position description and understand that it is a general description of the duties and responsibilities assigned to the position I occupy

Dean/Director or Designate

Incumbent

Date: _____

Date: _____

PART IV – QUALIFICATIONS

To be completed by the Dean/Director or designate

A. Minimum Knowledge, Skills, and Abilities Required

- Knowledge of instructional techniques, practices and strategies in adult education.
- Knowledge of distance learning methodologies and technologies and willingness to use and stay current;
- Knowledge of course and curriculum development;
- Knowledge of Adult Basic Education Students, their characteristics, needs, and profiles;
- Knowledge of northern, multi-cultural issues and trends;
- Demonstrated successful experience with community development, working effectively with community initiatives and needs
- Knowledge of budget and variance reporting.
- Experience working with First Nation organizations and agencies
- Experience working collaboratively as a member of a diverse team
- Experience coordinating programs and people in a cross-cultural context
Instructional experience, preferably in a cross-cultural context
- Experience in or knowledge of best practices in indigenous pedagogy
- Experience working with Aboriginal/First Nation organizations, agencies and governments
- Effective interpersonal skills, particularly in a cross-cultural/bi-cultural context;
- Excellent communication skills, both orally and in writing.
- Ability to plan, organize, develop and supervise various programs and initiatives
- Ability to work with diverse groups in a community setting;
- Ability to connect with people and develop strong partnerships;
- Ability to establish and maintain effective working relationships with University staff, external agencies and individuals in the community;
- Ability to work in a variety of work settings, including remote locations such as camps or wilderness settings;
- Ability to initiate, anticipate, shape and adapt to emerging opportunities
- Must be able to travel within the Territory during any season and, on occasion, with little notice

B. Licenses, Certificates Required - give title and section of any legislation, regulations, or other authority where applicable

- Master's preferred or Bachelor's degree in relevant discipline (ie, Education) or combination of related post-secondary education/professional designation and experience.
- Valid Canadian Driver's License, with expectation to transfer to a Yukon Territorial license, Class 4 preferred

C. Other skills and/or knowledge which may be desirable, but not necessarily essential to the performance of the position's duties.

- Knowledge of Yukon First Nation approaches to governance, education and justice
- Experience or knowledge of remote or small community living, especially in a rural northern environment, northern traditional lifestyles and recreation
- Experience with community development, and working with community initiatives and needs

PART IV – UNIVERSITY SIGNOFF

Comments:

I approve this position description as being representative of the work I require to be performed and that the responsibility levels identified have been delegated to this position.

Director, Human Resources Services

University President

Date: _____

Date: _____