

Yukon University  
Statement of Qualifications  
**Instructor/Coordinator, Watson Lake Community Campus**

Department : School of Community Education and Development  
Position Title : Instructor/Coordinator  
Location : Watson Lake, Community Campus  
Date : March 2024

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Essential Qualifications (factors assessed through interview, etc.)

Education and Training: Undergraduate degree in a related discipline, Master's degree in related discipline preferred

Demonstrated Abilities: Instructional experience in Adult Basic Education, Employability Skills and Project-based learning.  
Experience in community education/development,  
Experience working with First Nations organizations and agencies.  
Experience developing and coordinating educational courses and programs

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Knowledge:

- K.1 Comprehensive current knowledge in content area of instruction (Adult Basic Education, Employability Skills and Community based courses).
- K.2 Knowledge of instructional techniques, practices, and strategies in an adult education environment.
- K.3 Knowledge of course and curriculum development
- K.4 Knowledge of cross-cultural issues and northern concerns with particular emphasis on Yukon First Nations land claims and self-government.
- K.5 Knowledge of basic computer skills including file management, word processing and internet
- K.6 Knowledge of community training/development needs.
- K.7 Knowledge of Adult Basic Education Students, their characteristics, needs and profiles.

Abilities:

- A.1 To plan, organize, develop and/or conduct courses, seminars, workshops or lessons.
- A.2 To instruct adults and teach effectively in a cross-cultural environment.
- A.3 To assess students and modify instruction to meet the needs of students;
- A.4 To advise students on academic requirements.
- A.5 To promote Yukon University , its programs and courses;
- A.6 To establish and maintain effective working relationships with communities, governments and external organizations
- A.7 To work as a member of a diverse team to develop, promote, implement and evaluate programs that support the education and training goals of Watson Lake and Yukon University ;
- A.8 To utilize a variety of computer software (Word, Excel, Internet, email, etc.);
- A.9 To research and analyze education and training needs of communities, client groups, and employers

Personal Suitability:

- PS.1 Ability to communicate effectively, both orally and in writing;
- PS.2 Effective interpersonal skills, particularly in a cross-cultural/bi-cultural context;
- PS.3 Ability to take initiative and work independently;
- PS.4 Flexibility and adaptability to changing work demands;
- PS.5 Demonstrated ability to mediate conflicts and build consensus in a diverse multi-cultural setting
- PS.6 Ability to positively represent Yukon University with colleagues, clients, and the community;
- PS.7 Commitment and interest in maintaining professional development activities in both content area and in adult education;
- PS.8 Ability to live in a self-reliant manner in a remote, northern community with limited services.