

YUKON UNIVERSITY
POSITION DESCRIPTION

PART I - IDENTIFYING DATA

Position Number:	Headquarters: Ayamdigut Campus
Position Title: Education Programs Officer	Supervisor's Title: Chair, HEHS
Division: Faculty of Applied Arts	Date Description Completed: June 2025
	Date Revised:

PART II - SUMMARY (broad statement of why position exists)

Reporting to the Chair, Health, Education and Human Services, this term position is responsible for planning the delivery of education and training for Yukon Education Assistants and supporting the planning of field experiences in YukonU's Education degree program (YNTEP and After-Degree).

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):

- a) In collaboration with external partners in education (e.g., Dept of Education, First Nation School Board, Yukon Association for Education Professionals, etc.), plan and support the delivery of education and training for Yukon Education Assistants;
- b) Work with curriculum experts to develop and secure approval for micro-credentials for Education Assistants;
- c) Work with YNTEP faculty to coordinate Education field placements across the Yukon school system;
- d) Coordinate mini-course development within the purview of YukonU's Microcredentials Framework;
- e) In conjunction with YukonU marketing, promote EA education and training programming to prospective clients, the public, and key stakeholders;
- f) Communicate and liaise with other areas in the University, as needed and essential to fulfil job description;
- g) Provide main point of contact for EA programming and Education field experiences;

- h) Maintain accurate records related to delivery of EA curriculum;
- i) Schedule and track micro-credential mini-course offerings and set up related CRNs; and
- j) Provide support to subject matter experts delivering EA curriculum.

Approximate percentage of job time above functions are performed:
90%

2. Other Principal Activities, in order of importance (describing for each what, why, and how, an approximate percentage of job time required, rounded off to the nearest 5%)

Provides clerical, communications and customer service support to Chair, Dean and faculty by:

- a) Maintaining relevant sections of the University website as directed.
- b) Maintaining inventory and organization of supplies.

Approximate percentage of job time above functions are performed: 5%

3. Examples of Additional Divisional Activities which may be performed:

- a) Contributes to University as a whole through participation on University committees and at general meetings, as assigned.
- b) Collects and maintains statistical data on EA micro-credentials.
- c) Performs other related duties as required;

Approximate percentage of job time above functions are performed: 5%

5. 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:

Approximately 6 months.

B. Problem-solving and decision-making

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

Relevant sections of: Yukon University Policies & Procedures, Yukon University Academic Regulations and Procedures, Human Rights Act, Copyright Act, Student Information Handbook, Yukon University Calendar, , Micro-credential Framework

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

Yes – the application of a) above in daily work
Administering the correct procedures

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

Re EA programming: to Supervisor on content of programming and planning of delivery

Re Education field experiences: to Students and Education Faculty regarding suitability of placements

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

Re EA programming: Supervisor

Re Education field experiences: YNTEP program coordinator

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

N/A

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

N/A

C. Freedom to Act

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

Direction is received biweekly from Supervisor, with more frequent check-ins as needed

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

See B. 1 a)

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

Regular feedback from: supervisor, staff, and students

- **What types of decisions are normally referred to the supervisor? (Give examples)**

Decisions include: expenditures, unprecedented changes to work procedures, work priority conflict, and unusual queries or concerns from students, staff or public.

D. Financial Accountability

1. 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:	\$

b) Who prepares this budget?

Supervisor

c) What is this position's accountability for budget once allocated?

N/A

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

No

e) Signing authority levels:

N/A

E. Management Supervision of Human Resources

X 1. No direct supervisory duties.

____ 2. Supervisory duties.

a) Number of positions supervised directly: Permanent ____

Aux/Casual _____

b) Nature of supervision: (check any of the following supervisory tasks that are to be performed on a regular basis):

- a) _____ Show colleagues how to do tasks
- b) _____ Train other employees in work procedures
- c) _____ Assign work and review for quality/quantity
- d) _____ Establish work priorities and schedules
- e) _____ Change duties and responsibilities
- 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
- g) _____ Recommend appointment or rejection upon completion of probationary period
- h) _____ Interview employees with attendance or performance problems
- i) _____ Act as first formal step in the grievance procedure
- j) _____ Interview candidates for vacant positions in the unit
- k) _____ Give opinion to supervisor on selection of new employees, or make final decision on selection of new employees
- l) _____ Other (describe)

F. Key Personal Contacts

<u>Who (what positions or groups)</u>	<u>Purpose</u>	<u>Frequency</u>
Supervisor	Consultation	Biweekly
Students	Support	Weekly
General Public	Information	Daily
Other University Staff	Information	Daily
Agencies	Information	Weekly

G. Tools, Equipment, or Machinery Used

<u>Name</u>	<u>Purpose</u>	<u>Percentage of Time</u>
Computer	Word Processing, e-mail, spread sheet, database, electronic calendar, Banner, and Internet search, event and service information posting on electronic mediums	70%
Telephone & Computer	Communications	30%

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>
Equipment, materials & supplies	up to 10kg.	5%

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

<u>Type</u>	<u>Percentage of time</u>
Standing/walking	25%
Sitting	65-70%
Lifting	5%

c) Describe any physical hazards present:

<u>Type</u>	<u>Percentage of time</u>
Nil	

d) Describe special physical conditions leading to discomfort:

<u>Type</u>	<u>Percentage of time</u>
N/A	

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

- ☐ High level of dissatisfied clients
- ☐ High level of emotional clients e.g. students having financial/personal problems
- ☐ Potential physical abuse from clients
- ☒ Regular critical deadlines
- ☒ Frequent interruptions
- ☒ Instructions from more than one source (e.g., from Dean, Chair and program faculty)
- ☒ Students or staff under work-related stress

f) Travel Required

Some travel to Yukon communities may be required

I. Organization Chart

SUPERVISOR'S POSITION

Title: Chair

Classification Level: Faculty

PEER POSITIONS:

Title: Instructors, Senior Instructors, Assistant Professors, Associate Professors, Professors

Classification Level: Faculty

Title: Administrative Assistant, HEHS

Classification Level: BU05

Subject Position: Education Programs Officer

SUBORDINATE POSITIONS: N/A

PART III – SIGNATURES

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).

.....
Dean/Director or Designate

Date:

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.

.....
Incumbent

Date:

PART IV - QUALIFICATIONS

To be completed by the Dean/Director or designate

Essential Qualifications (assessed in screening process)

<u>Education and Training</u>	Degree in Education or related field, with previous experience working in public school systems.
<u>Demonstrated Abilities</u>	<p>A minimum of 5 years of experience in a teaching and/or coordination position;</p> <p>Comprehensive computer application skills for word-processing, desktop publishing, databases, spreadsheets, communications and research;</p> <p>Experience working with postsecondary programs and faculty to support learning opportunities</p> <p>Experience working in a customer service-focussed environment;</p> <p>Team collaboration, including evidence of ability to work independently and in close conjunction with others</p>
<u>Equivalency:</u>	Candidates with an acceptable combination of education and experience (as noted above) may be considered.

Rated Qualifications (factors assessed through interview, etc.)

Knowledge:

- K.1 Of the role of Education Assistants in the delivery of public education
- K.2 Of the role of field experiences in the delivery of undergraduate Education programs
- K.3 Of micro-credentialing in postsecondary education
- K.4 Of enterprise systems software, such as Banner, specific to program needs
- K.5 Of new software programs, web and social media technologies
- K.6 Of video conferencing software, such as Teams or Zoom
- K.7 Of protocol expectations of senior representatives of universities and governments (including First Nation governments)
- K.8 Of customer service skills
- K.9 Of University student and faculty support processes

Abilities:

- A.1 To plan large-scale events
- A.2 To liaise with external partners and clients
- A.3 To provide a comprehensive range of administrative services
- A.4 To utilize a variety of computer software, including desktop publishing, databases, spreadsheets, word processing.
- A.5 To coordinate/organize meetings
- A.6 To work independently, make decisions and act under pressure to meet tight deadlines;
- A.7 To analyse and respond to multiple requests and/or issues systematically
- A.8 To judge many competing demands and set effective priorities
- A.9 To maintain confidential information

- A.10 To use various social media applications**
- A.11 To deal with constant interruptions, regular critical deadlines and students or staff under work-related stress**
- A.12 To respond effectively to emergencies or crisis situations**

Personal Suitability:

- PS.1 Commitment to providing quality service through initiative, creativity, flexibility, and adaptability to changing demands
- PS.2 Excellent teamwork skills and commitment to building partnerships for the delivery of programming
- PS.3 Ability to promote, persuade, and communicate effectively both orally and in writing;
- PS.4 Effective interpersonal skills, particularly in a multi-cultural environment
- PS.5 Ability to resolve conflicts and problem solve effective and innovative solutions
- PS.6 Ability to provide exceptional customer service and assess situations quickly and assist students/clients appropriately
- PS.7 Understanding of and sensitivity to diverse groups and equity issues.

PART V – 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:

FOR HUMAN RESOURCE SERVICES USE ONLY:

Evaluation Point Results: Knowledge and Skills: Accountability: Mental Demands:
--

Working Conditions:

Total Points:

Pay Level: BU08