

Yukon University Statement of
Qualifications
**Industrial Safety Programming
Coordinator**

Department:
Position Title: Coordinator, Industrial Safety Programming
Location: Ayamdigut (Whitehorse) Campus
Date: July 2025

Essential Qualifications (assessed in screening process)

Education and Training

Educational Background: Bachelor's degree in Occupational Safety, Environmental Science, or a related field preferred, Certificate in Office Administration, Project Management or Business Administration and or relevant experience

Certifications: Certification in Occupational Health and Safety or relevant training certifications (e.g., First Aid, TDG, WHMIS).

Experience: Previous experience in safety management, training, or related roles within an industrial or academic setting.

Training: Experience in administrative support for safety training sessions or workshops.

Continuing Education: Commitment to ongoing professional development in safety and training practices.

Demonstrated Abilities

Rated Qualifications (factors assessed through interview, etc.)

Knowledge:

- K.1 Comprehensive current knowledge in content area
- K.2 Of adult instructional techniques, practices, and strategies in an adult education environment.
- K.3 Strong working knowledge of various computer applications
- K.4 Of distance learning methodologies and technologies and willingness to use and stay current
- K.5 Of standards for workplace health and safety, environmental safety and related policies, laws and regulations

Abilities:

- A.1 To develop and pilot course curriculum and lesson plans and deliver training using a variety of teaching methodologies and media
- A.2 To modify schedules and programming to meet the needs of students and collaborators.
- A.3 To work effectively in a team environment with staff, faculty and industry representatives.

- PS.1 Excellent communication skills: oral and written.
- PS.2 Excellent interpersonal skills and cross cultural awareness required.
- PS.3 Ability to take initiative and work independently.
- PS.4 Flexibility and adaptability to changing work demands and complex scheduling.
- PS.5 Ability to positively represent Yukon University with colleagues, clients, and the community.
- PS.6 Commitment to student success
- PS.7 Maintain awareness of industry/educational trends, issues and opportunities, and engage with key stakeholders.
- PS.8 Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and backgrounds of students

Valid Class 5 Driver's Licence required