



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

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Job Board Posting



Careers.Indigenous.Link

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Academic Programs Project Coordinator / Coordonnateur.trice De Projets – Programmes Académiques

Job ID	34-F4-D2-22-F9-AD		
Web Address	https://careers.indigenous.link/viewjob?jobname=34-F4-D2-22-F9-AD		
Company	Bishop's University		
Location	Sherbrooke, Quebec		
Date Posted	From: 2021-07-27	To: 2022-01-23	
Job	Type: Full-time	Category: Education	
Job Salary	Class(e) 14: 28.84\$ To/À 37.65\$ Per Hour/de Lâ€™heure (APBU â€™ Unionized		
Position/poste SyndiquÃ©)			
Languages	English - Anglais / French - FranÃ§ais		

Description

POSTING 21-36 (Temporary Full Time position)

The following statements are intended to describe the general nature and level of work performed. They are not representing an exhaustive list of all responsibilities, duties and skills required.

Bishop's University is seeking an Academic Programs Project Coordinator for a temporary full-time position. Reporting to the Vice-Principal Academic and Research, the incumbent works extensively with the academic Deans and the Registrar to support new Program portfolios through their development from concept to fruition. The incumbent will act as project coordinator for all of the new programs in development. In collaboration with the program development committees, the incumbent will coordinate and support the development of new curriculum proposals and DEC-BACC agreements and subsequent implementation of newly approved programs and agreements.

This position has a work week of 35 hours from Monday to Friday with occasional evenings and weekends required. This position will not exceed two years.

Nature of Duties & Responsibilities

- Provide logistic and organizational support to program development committees by gathering and organizing documents, organizing meetings, and setting project timelines;
- Create, maintain, integrate and deliver detailed project plans, revising as appropriate to meet changing needs and requirements while monitoring and tracking progress;
- Ensure that adequate governance and reporting mechanisms are in place to manage progress together with any risks, issues, or dependencies;
- Establish and maintain effective relationships with stakeholders to understand and document the complex interdependent and wide-ranging programs across the university;
- Prepare written proposals for internal (Senate Planning Committee, Senate) and external (BCI, professional Orders) regulating bodies;
- Develops and maintains expert level knowledge of the external regulating bodies such as BCI or other professional accreditation bodies;
- In collaboration with various key stakeholders such as the Recruitment Office, the Registrar and Admissions, the Research and Graduate Studies Office (for graduate programs), Business Office, Advancement office and Buildings & Grounds, coordinate and support the efforts of the program development committee including recruitment strategies, budgeting, funding, and facility needs;
- Support the development of proposals for external philanthropic funding and scholarships, in collaboration with Advancement;
- Prepare responses to feedback from internal and external regulating bodies;
- Liaise with external partners and governmental agencies; organize meetings and site visits;
- Evaluate and analyze complex information found in governmental funding opportunities for new programs;
- Evaluate and analyze complex information found in university and governmental regulations regarding new program

approvals;

-Draft reports, budgets, and executive summaries in English and French;

-Other tasks as assigned.

AFFICHAGE 21-36 (Temporaire Ã temps plein)

Les ÃnoncÃs suivants sont destinÃs Ã dÃcrire la nature et le niveau de travail gÃnÃral. Ils ne reprÃsentent pas une liste exhaustive de toutes les responsabilitÃs, tÃches et aptitudes requises.

L'UniversitÃ Bishop recherche un Coordonnateur.trice de projets Ã Programmes acadÃmiques pour un poste temporaire Ã temps plein. Se rapportant au Vice-principal.e acadÃmique et de la recherche, Le titulaire du poste travaillera en Ãtroite collaboration avec les Doyen.ne.s acadÃmiques et le ou la Registraire afin de supporter des nouveaux portfolios de programmes tout au long de leur dÃveloppement, de la conception Ã la rÃalisation. Le titulaire agira Ã titre de Coordonnateur.rice de projet pour l'ensemble des nouveaux programmes en dÃveloppement. En collaboration avec les comitÃs d'Ãlaboration des programmes, le titulaire coordonnera et soutiendra l'Ãlaboration et le dÃveloppement des propositions des nouveaux programmes d'Ãtudes et ententes DEC-BACC et leur mise en Ãuvre une fois nouvellement approuvÃs.

La semaine de travail est de 35 heures, du lundi au vendredi avec des soirÃes et fins de semaine occasionnelles. Ce poste ne dÃpassera pas deux ans.

Nature des tÃches

-Fournir un soutien organisationnel et logistique aux comitÃs d'Ãlaboration des programmes en recueillant et en organisant des documents, en planifiant des rÃunions et en Ãtablissant des ÃchÃanciers de projet;

-CrÃer, maintenir, intÃgrer et livrer des plans de projets d'ÃtailÃs, en rÃvisant au besoin pour rencontrer les besoins et requis changeants tout en assurant le suivi de la progression;

-S'assurer d'Ãvoir les bons mÃcanismes de gouvernance en place pour gÃrer les progrÃs ainsi que tous les risques, problÃmes ou dÃpendances;

-Ãtablir et maintenir des relations efficaces avec les intervenants afin de comprendre et documenter les programmes complexes interdÃpendants et de grande envergure;

-PrÃparer des propositions Ãcrites Ã l'intention des comitÃs et organismes de rÃglementation internes (ComitÃ sÃnatorial de planification) et externes (BCI, ordres professionnels);

-DÃveloppe et maintient une connaissance approfondie des organismes de rÃglementation externes tels que BCI ou autres organismes d'accrÃditation professionnels;

-En collaboration avec diverses parties prenantes clÃs telles que le Bureau du recrutement, le Registrariat et le bureau des Admissions, le Bureau de la recherche et des Ãtudes supÃrieures (dans le cas de programmes de 2e et 3e cycle), le Bureau des finances, le Bureau de l'avancement et le Bureau des bÃtiments et terrains, coordonner et soutenir les efforts du comitÃ d'Ãlaboration de programmes, y compris les stratÃgies de recrutement, le budget, le financement et les besoins en installations;

-Soutenir le dÃveloppement de propositions de financement philanthropique externe et de bourses d'Ãtudes, en collaboration avec le Bureau de l'avancement universitaire;

-PrÃparer les rÃponses aux requÃtes des organismes de rÃglementation internes et externes;

-Assurer la liaison avec des partenaires externes et des organismes gouvernementaux : organiser des rÃunions et des visites sur place;

-Ãvaluer et analyser de l'information complexe se retrouvant dans les opportunitÃs de financement gouvernemental pour les nouveaux programmes;

-Ãvaluer et analyser de l'information complexe contenue dans les rÃglements universitaires et gouvernementaux concernant les nouvelles approbations de programmes;

-RÃdiger des rapports, budgets et sommaires exÃcutifs en anglais

-Effectuer toutes autres tÃches connexes au besoin.

Experience

-3 to 5 years of relevant experience, preferably in a university or comparable institution

-Experience in academic program development and/or evaluation

-Project management experience; demonstrated ability to move multi-stakeholder, cross-departmental initiatives forward

-Experience managing budgets

- 3 à 5 ans d'expérience pertinente, preferably dans une université ou un établissement similaire
- Expérience en collaboration et/ou évaluation de programmes d'études
- Expérience en gestion de projet; capacité de démontrer de faire avancer les initiatives multipartites et interdépartemental
- Expérience dans la gestion de budgets

Education Requirements

- Graduate degree in a related field

-Diplôme d'études supérieures dans un domaine connexe

Essential Skills

- Familiarity with current perspectives about higher education pedagogy
- Strong written and oral communication skills in both French and English
- Ability to communicate with government offices on complex curriculum proposals, advocate for decisions, interpret rulings, and understand the pedagogical nature of curriculum structure
- Advanced knowledge of Word, Intermediate knowledge of Excel, PowerPoint, Teams, Moodle, Adobe Acrobat Pro
- Excellent communication and interpersonal skills

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- Connaissance des perspectives actuelles sur la pédagogie de l'enseignement supérieur
 - Solides compétences en communication écrite et orale en français et en anglais
 - Capacité à communiquer avec les bureaux gouvernementaux sur des propositions complexes de programmes d'études, à plaider en faveur de décisions, à interpréter les décisions et à comprendre le sens pédagogique de la structure du programme
 - Connaissance avancée de Word, Connaissance intermédiaire d'Excel, PowerPoint, Teams, Moodle, Adobe Acrobat Pro
 - Excellentes aptitudes pour la communication et les relations interpersonnelles

Additional Skills

- Excellent organizational skills; able to manage simultaneous competing initiatives in a variety of dossiers, demonstrated initiative and follow-up
- Excellent reviewing and editing skills; meticulous attention to detail
- Ability to work under pressure to meet deadlines; ability to multi-task and work on a variety of projects concurrently; ability to work independently and as part of a team

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- Excellentes compétences organisationnelles; capable de gérer des initiatives concurrentes simultanées dans une variété de dossiers, initiative et suivi démontrés
 - Excellentes compétences en révision et édition; attention minutieuse aux détails
 - Capacité à travailler sous pression pour respecter les délais; capacité à effectuer plusieurs tâches et travailler simultanément sur une variété de projets
 - Capacité à travailler de façon autonome et en équipe

How to Apply

If interested, please submit your curriculum vitae and cover letter, including what position you are applying for by August 15th, 2021 before 4:00 pm to careers@ubishops.ca.

S.V.P. faire parvenir votre curriculum vitae ainsi qu'une lettre de présentation, en indiquant pour quel poste vous appliquez ici le 15 août 2021, 16 :00 à careers@ubishops.ca