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:
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Keewatin, ON P0X 1C0

Program Administrator - SCBScN

Job ID	**94-AB-00-F8-26-1D**
Web Address	
https://careers.indigenous.link/viewjob?jobname=94-AB-00-F8-26-1D	
Company	Saskatchewan Polytechnic
Location	Regina, Saskatchewan
Date Posted	From: 2022-09-27 To: 2022-10-04
Job	Type: Fixed-term Category: Education
Languages	English

Description

The Program Administrator will have a key role in the development and coordination of processes related to the administration of the Saskatchewan Collaborative Bachelor of Science in Nursing (SCBScN) Program. The Program Administrator will provide leadership in the management of program resources, particularly the casual faculty. Faculty risk management processes will be managed by this position. The Program Administrator will manage procedures and systems related to facility resources that will ensure adequate resources for student learning experiences. Through leadership of quality improvement initiatives, as directed by the Program Head, the Program Administrator will enable the implementation of more effective and efficient program processes. The Program Administrator will require strong critical thinking skills with the ability to gather, analyze, and synthesize information from a multitude of diverse sources and use creative approaches to implement solutions. In all key areas of responsibility, the Program Administrator will build processes for effective communication and conflict resolution. The development and management of large databases, for each key area of responsibility, will be critical to successful program administration. The Program Administrator will report directly to the Program Head, SCBScN and will work closely with the Program Facilitator, faculty, and professional services staff of the SCBScN program. More specifically, the Program Administrator will:

1. Provide leadership in the development and implementation of processes related to program human resource management.

2. Provide advisement for decisions related to resource management of casual faculty staffing and other resources.

3. Provide leadership in project management of quality improvement initiatives.

4. Collaborate with internal and external stakeholders to build processes for effective communication and conflict resolution.

5. Organize, maintain, implement, and evaluate processes for faculty risk management and special nursing procedures related to patient/client care.

6. Provide leadership in managing processes and systems related to facility resources.

Experience

Minimum three years recent, relevant business experience.

Credentials

Training and experience at the advanced level in the use of common software packages, i.e. MS Word, Outlook, Excel, PowerPoint, Access or an equivalent database.

Education Requirements

Bachelor Degree in Business Administration (or related field) or an equivalent combination of education and experience.

Essential Skills

Demonstrated project management skills with the ability to set goals, plan and prioritize.

Demonstrated effective leadership skills including working with multiple stakeholders.

Proven analytical and problem-solving skills that can be applied to complex data management.

Proven decision-making skills that can be applied to complex data management.

Ability to demonstrate initiative and work independently with minimum supervision.

Effective communication skills (written and oral).

Effective interpersonal skills.

Demonstrates valuing diversity.

How to Apply

Click "Apply Now"