

INTERNAL - OPEN TO CURRENT SCHOOL OF CONTINUING EDUCATION STAFF ONLY

Strategy Coordinator

School of Continuing Education

Full-Time Position Available

Applicants are to clearly demonstrate how they satisfy the selection criteria in their written submissions and must identify the competition number they are applying for in the subject line of the email

An eligibility list may be created for similar casual, part-time, full-time, and term positions

Red River College is a leader in applied learning and innovation. Our talented team of employees is passionate about education, innovation and student success. We offer competitive salaries, extensive benefits, and the opportunity for personal and professional growth in a rewarding career.

Duties:

Reporting to the Dean, the Strategy Coordinator contributes to the academic, research and strategic initiatives of the School of Continuing Education. The Strategy Coordinator will develop standard framework practices and processes to ensure the School of Continuing Education scorecard objectives are met. Using college change management and project management practices, the Strategy Coordinator will work collaboratively with internal and external stakeholders, and will be responsible for leading projects with a results-oriented focus to meet project goals and deadlines. The incumbent will direct, organize, monitor and report on all projects and initiatives.

Required Qualifications:

- Post-secondary degree in Business, Information Technology or Engineering . Other combinations of education and experience may be considered equivalent
- Proficient in the use of Microsoft Office Suite, SharePoint and project management software
- Ability to work under pressure and meet tight deadlines
- Experience in strategic planning, risk management and/or change management
- Knowledge of the program life cycle
- Excellent presentation skills
- Exceptional interpersonal skills
- Excellent verbal and written communication skills
- Proficient in Project Costings and internal RRC budget systems
- Values Diversity, Equity, and Inclusion
- Commitment to lifelong learning

Assets:

- Certification as a Project Management Institute (PMI) Project Management Professional (PMP) or working towards Certification as a Project Management Institute (PMI) Project Management Professional (PMP)
- Completion of Change Management Practitioner workshop
- Business Analysis experience
- Proficient in Microsoft Teams
- Proficient in internal College Tools

Conditions of Employment:

- Applicants must be legally entitled to work in Canada
- This position may be required to work evenings and/or weekends
- This position may be required to work overtime

We seek diversity in our workplace. Aboriginal persons, women, visible minorities and individuals with disabilities are encouraged to apply.

Competition Number: 2018-101
Closing Date: July 19, 2018
Salary Range: \$56,777 - \$77,695 per annum

Apply to Red River College by email: humanresources@rrc.ca

We thank all applicants for their interest, but only those selected for an interview will be contacted. Red River College provides accommodations to applicants with disabilities throughout the hiring process. If an applicant requires accommodation during the application or interview process, Human Resource Services will work with the applicant to meet accommodation needs.

For more information and other employment opportunities, visit blogs.rrc.ca/hr
2055 Notre Dame Ave., Winnipeg, Manitoba R3H0J9

