



JOB TITLE:	Coordinator of Continuing Education
ADMINISTRATIVE UNIT:	School of Transformative Leadership and Spirituality
IMMEDIATE SUPERVISOR:	Director of the School
WORK SCHEDULE:	35 hours per week
SALARY RANGE:	\$55,346 - \$65,113

In this document, the masculine pronoun is used without discrimination and only for conciseness.

Saint Paul University (1848) is the college founder of the University of Ottawa, with which it maintained a federation relationship since 1965. Bilingual and human scale, it has nearly 1,000 students; it offers social communication programs, counseling and psychotherapy, canon law, public ethics, conflict studies, philosophy, theology and human relations. Saint Paul University offers an environment conducive to professional growth and competitive benefits.

JOB SUMMARY

Performs administrative work in the development, management, coordination, implementation, and supervision of continuing education programs in the School of Transformative Leadership and Spirituality. In collaboration with the Faculty and other stakeholders: the coordinator organizes seminars, short courses, workshops, institutes, and conferences both on and off campus and is responsible for need analysis, budgeting, marketing, logistical coordination, fiscal analysis, and strategic planning.

Organizational relationships:

- Reports to the Director of the School of Transformative Leadership and Spirituality.
- Works collaboratively with all members of the School and other stakeholders.

Primary duties:

May include, but not limited to the following:

- Assesses needs and markets for continuing education programs in the School of Transformative Leadership and Spirituality.
- Develops and implements new continuing education programs.
- Provides overall administrative leadership, management, and marketing for programs.
- Coordinates publicity and utilizes direct marketing strategies for marketing of programs.
- Secures appropriate instructors, providing guidance in program methods and techniques as needed.
- Develops and monitors program budgets for continuing education in the School of Transformative Leadership and Spirituality.
- Evaluates continuing education programs; maintains accurate records, prepares and submits reports.
- Serves as liaison between the School of Transformative Leadership and Spirituality and stakeholders.

REQUIRED QUALIFICATIONS:

Education:

- Minimum of a Master's Degree in Education, Administration, Leadership Management or related field.

Experience:

- Experience in the development and/or implementation of programs involving community or professional organizations, preferably of an educational nature.

Knowledge and skills:

- Proficiency in both official languages (English and French);
- Knowledge and Skills in Program Development in a University Setting;
- Ability to coordinate work collaboratively with others;
- Ability to represent the School and University in a professional manner;
- Excellence in organization and communication skills.

We thank all applicants for their interest in this position. We will be contacting only those candidates who have been chosen for the next step of the selection process.

We are committed to ensure employment equity and we encourage the participation of all Canadians. If your application is successful and you think you need accommodation during the selection process, please notify us. Your personal information is protected under the provisions of the Privacy Act.