



EMPLOYMENT OPPORTUNITY

SERVICE AREA: Post Secondary Education
DEPARTMENT: Old Sun Community College
POSITION: Adult Literacy Project Coordinator
SALARY: Negotiable
STATUS: Term Position (September, 2020 to June, 2021)
DATE POSTED: August 17, 2020
DEADLINE: August 28, 2020

Function:

Under the supervision of the Old Sun Community College President, Maurice Manyfingers, the Adult Literacy Project Coordinator will oversee the Adult Literacy Program at Old Sun Community College.

Main Duties:

- Support the specialized Adult Literacy Program that is designed to prepare Adult students who have the ability to enter into a regular high school program upon completion of the program.
- Recruit students for the program.
- Research and selection of appropriate literacy assessment tools and resources.
- Ensure that the students selected for this program are provided with career, training, employment counseling and support services.
- Establish a formal cultural support and learning environment for students.
- Arrange for tutorial support for the students.
- Create a positive rapport and networking relationships with all stakeholders.
- Support and provide guidance to the English and Math Instructors for this program.
- Provide advice in relation to educational options and financial resources for students.
- Secure funding for students in this program through Alberta Works and or other possible funding sources upon completion.
- Establish and maintain formal partnerships with local and surrounding literacy groups.
- Assist individuals in attaining career, education and/or employment goals.
- Utilize testing tools, administer assessments and interpret results.
- Case conference with colleagues and stakeholders.
- Case management/follow-up with all parties involved in project.
- Be a strong advocate for students.
- Facilitate clear lines of communication with students and staff.
- Provide ongoing support to students.
- Support students in mediating problems with respect to their studies.
- Make referrals to support services when required.
- Provide accurate record keeping for reporting purposes.
- Maintain high visibility with students.
- Other related duties.

Qualifications

- An undergraduate degree or combined equivalency of education and course work experience in working with students (Social Work background)
- Strong skills in advocacy, problem solving, negotiation and dispute resolution.
- Superior interpersonal and communication skills are essential.
- Report writing skills are critical.
- Ability to use computer software and willingness to learn various data base systems.
- Must be able to develop good contacts in the community and with other institutions to ensure professional credibility.
- Must have knowledge and respect for Siksika cultural traditions.

SUBMIT COVER LETTER/RESUME ALONG WITH COPIES OF EDUCATION AND OTHER PERTINENT DOCUMENTS TO:

maurice.manyfingers@oldsuncollege.ca

NOTE: ONLY CANDIDATES GRANTED INTERVIEWS WILL BE CONTACTED BY PHONE