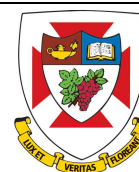


# Position Vacancy

THE UNIVERSITY OF  
WINNIPEG



**Posting Date:** August 11, 2011

**Job Vacancy Number:** A25.11 REPOSTED

**Employee Group:** AESES

**Status:** New

**Position Start Date:** As soon as possible

**Classification:** Program Coordinator  
Administrative 4

**Department:** Indigenous Studies

**Position Category:** Full-time

**Status:** Continuing

**Salary Range:** \$45,208.80 - \$58,276.40 per annum

**Hours of Work:** 35 hours per week

**Hiring Range:** \$45,208.80 - \$58,276.40 per annum

**Probation/Trial Period:** 60 working days

**Applications are to be submitted to Human Resources by: **September 8, 2011 at 4:30 p.m.****

Late applications will not be considered. Be sure to quote the job vacancy number in your cover letter and/or email subject line.

**Email:** recruit@uwinnipeg.ca

**Fax:** (204) 774-2935

**Mailing Address:** University of Winnipeg, Human Resources  
515 Portage Avenue, Winnipeg MB R3B  
2E9

**Office:** 2Mc22S (Reception), 368 Spence Street

## Opportunity Overview:

The University of Winnipeg is launching an exciting and innovative new Master's in Development Practice (MDP) Program in September of 2011, focused on Indigenous development. The University of Winnipeg joins a global network of 22 universities offering this program. This program will present opportunities for selected students to receive academic and practical interdisciplinary experiences across the core areas of the natural (particularly environmental) and social sciences, management and economics and health. The University's aim is to have this program become a global centre of studies, research and practices related to Indigenous development. This position will appeal to those seeking the challenge and opportunity to provide leadership and support to a brand new program.

## The Position:

The Program Coordinator will play an essential leadership and support role to the program and the students. This position presents a unique opportunity for the right individual to initiate, develop and implement a full range of programs and activities that will ensure the successful launch and growth of this Master's program.

Reporting to the academic Director of the MDP, the successful candidate will provide leadership in selecting potential and ongoing field placement and orientation sites and will be responsible for all for the complex logistics involved in ensuring a rigorous and culturally appropriate experience for students during their field work. This will include travel nationally and internationally, and interacting with staff, administrators and academics from other participating institutions. He or she will provide non-credit training workshops and seminars to prepare students for field placements and internships, and will assist in developing and contributing to the database of best practices in indigenous development for the CN Indigenous Resource Centre. Will provide information to students, faculty, and staff about the MDP and will be responsible for student recruitment and retention and will be involved in promoting the program and fundraising for scholarships. Interacts significantly with students on a variety of issues and concerns around the program, and works closely with administrators, faculty and other staff to ensure the success of the program.

## The Candidate:

The ideal candidate will possess a University degree in a related field; however, Master's degree is preferred as well as several years of experience with Indigenous communities in Canada and/or internationally.

Demonstrated leadership, organizational, independent decision-making and problem solving skills; experience in developing and delivering training to adult learners; and familiarity with development issues in Indigenous and/or international communities are required. Superior communication and interpersonal skills are required as well as the ability to establish effective working relationships with a wide variety of individuals within and outside the University, and particularly with international students and participating organizations. Proficiency in standard office computer applications is required. The successful candidate must be available to travel frequently nationally and internationally.

The Collective Agreement between The University of Winnipeg and The Association of Employees Supporting Education Services (AESES), Clause 6.3, Selection for Vacancy, states: The Employer agrees that Employees with seniority shall have preference in connection with appointments so far as it is practicable to do so, provided that their qualifications are relatively equal.

Note: The University of Winnipeg is committed to employment equity, welcomes diversity in the workplace, and encourages applications from all qualified individuals including women, members of visible minorities, Aboriginal persons, and persons with disabilities. In accordance with Canadian immigration requirements, this advertisement is initially directed to Canadian citizens and permanent residents of Canada.

**ONLY THOSE CANDIDATES SELECTED FOR AN INTERVIEW WILL BE CONTACTED.  
RESULTS WILL BE POSTED ON THE BULLETIN BOARDS AND THE POSITION VACANCY RESULTS WEB PAGE.**