

MEMORANDUM OF AGREEMENT
First-Year Outreach Pilot Project Coordinator (Dauphin, Manitoba)

The Parties hereby agree on the following job description and conditions regarding the establishment of the Coordinator position for the First-Year Outreach Pilot Project – Dauphin, Manitoba.

- 1) The position will be at the rank of Professional Associate.
- 2) In the first year of the program the position will be for a one-year term appointment. The term may be extended for up to an additional two years should the program continue. In the event that the program continues beyond three years, the position will be converted to a continuing appointment.
- 3) The job description and duties of the position, as it would appear under Appendix B.3.9 of the Collective Agreement, will be as follows:

This position reports to the Vice President, Academic and Provost. This position may include duties as follows:

- Coordinate university activities at the First-Year Outreach Pilot Project site including on-site support of students (e.g. assist students with application and registration procedures, collection of fees, and procurement of textbooks);
 - Assist with the recruitment of students for both the Dauphin site and main campus in Brandon;
 - Act as a liaison between Academic Deans and on-site instructors;
 - Provide student advising for course selection, learning, and library skills;
 - Liaise with the local Project advisory committee and community members;
 - Promote the Outreach Pilot Project as needed;
 - Administer operational activities on-site including ordering of supplies and maintaining an inventory of equipment;
 - Coordinate advisory committee meetings and submit project reports as required;
 - Such other appropriate duties as may be assigned by the Vice-President, Academic and Provost, through consultation with the incumbent.
- 4) The job description may be amended from time to time by the Employer in consultation with, and the approval of, the incumbent and BUFA.
 - 5) Any teaching load assigned as part of the members regular duties, or as overload, will comply with Articles 9.3.1.c and 9.3.2.b of the Collective Agreement
 - 6) The qualifications of the successful applicant, as evaluated by the Selection Committee and in consideration of the above job description, will determine the rank, at the PA level, and salary of the successful applicant.
 - 7) A Selection Committee will be established consisting of no less than five members, a majority of which shall be BUFA members. The Selection Committee will be chaired by the Vice-President Academic and Provost. With the above exceptions, Article 7.1 of the current Collective Agreement applies. *Coordinate DRB*

Sharon Hooge
For Brandon University

Terry Roney
For BUFA

Date May 25/16

Date May 25, 2016