

## PROGRAM COORDINATOR JOB DESCRIPTION

Northern College is committed to developing leadership skills within its employees, as well as being equally committed to sharing leadership roles within the College. An integral leadership role at Northern College, although it is not supervisory by nature, is that of the Academic Program Coordinator.

The Coordinator ensures the efficiency and effectiveness of academic programs by providing leadership to the "program team" or within a "program cluster", coordinating the tasks involved in program delivery and advising the Regional Director (or designate), with respect to planning and operational issues.

In performing this role it must be clear that the coordinator does not assume a supervisory role with other faculty or support staff, nor is it expected that he/she will necessarily do all the work for the team. In some instances it may be perfectly acceptable for the coordinator to assist in the coordination of workloads.

Duties of the Coordinator shall include:

1. **Curriculum Coordination**

- provide leadership in curriculum development
- coordinate the development of program policies and procedures where applicable
- assume a leadership role for ongoing program review and revision by the team, in conjunction with staff in College Services as needed
- assist with the coordination of multi-year program planning within the program team or cluster

2. **Team Facilitation**

- provide leadership and support to the team
- organize and schedule program team meetings (meetings to be called by the supervisor)
- coordinate workload planning meetings for input into School planning (meetings to be called by the supervisor)
- coordinate College retention initiatives to identify students at risk and in turn coordinate students' success plans

3. **Internal and External Liaison**

- provide program linkage to Advisory Committees
- function as internal liaison to external agencies, organizations, school boards where applicable

4. **Operational Support**

- ✓ • coordinate program retention plans
- meet with students for potential admission and arrange for assessment of advanced standing
- provide input to the Director (or designate) with respect to hiring
- assist in coordinating the recruitment process for the program
- provide input into the College's planning cycle (e.g. College Calendar, budget, capital acquisitions, instructional resources)
- coordinate the assessment of requests for Transfer Credit and PLA
- process Student Record Amendments
- providing information and acting as a resource internally and externally
- the orientation and mentoring of new faculty (part time and full time)
- providing information to CD&T and the Open Learning Department
- meeting with prospective students
- responding to student inquiries
- performing duties associated with College Open Houses
- coordinating student orientation at the beginning of the semester
- performing duties associated with Graduation and the Awards Ceremony

- program timetabling ✓

## **COORDINATOR SELECTION PROCESS**

College administration and the academic union representatives agree that any revision to the process of selecting Academic Coordinators must embody fairness, equity and transparency. To that end the coordinator selection process will follow these steps:

### **1. Posting and Selection**

- a) A barrier free selection process will be used
- b) The College will post all vacant Coordinator positions well in advance of the relevant SWF issuance date
- c) Such posting will include a description of standard tasks that are expected of the position
- d) An application process and selection committee is to be used for all Coordinator positions
- e) All applicants (including repeats) are to be reviewed by a selection committee that includes faculty and support staff from that particular program, in addition to the administrator responsible for the program area. The Regional Director will determine final committee composition.
- f) The College, upon recommendation of the Regional Director or designate, shall provide such professional development activities as are deemed appropriate to assist the Coordinator to be fully successful in his/her role

### **2. Term**

- a) The initial term for the position shall be specified in the posting.
- b) Based upon successful performance, the initial term may be renewed.
- c) The supervisor shall develop an evaluation process in conjunction with program area or program cluster staff.

### **3. Applicant Qualifications**

- a) Full-time Northern College faculty, except in exceptional circumstances
- b) Post probation except in exceptional circumstances
- c) Teaching expertise, as appropriate to the position, is preferred
- d) Curriculum expertise for program or cluster being coordinated, is preferred
- e) Experience with program and program students
- f) Strong interpersonal, leadership and organizational skills
- g) The ability to garner cooperation and support from colleagues in the program or program cluster

### **4. Other**

- a) SWF time for mentoring of new Coordinator by incumbent for Coordinator elect before the beginning of the co-ordinating term