

Yukon University
Statement of Qualifications

Position Title: Manager, Professional Programs
Department: Continuing Studies
Location: Ayamdigut
Date: June 2023

Essential Qualifications (assessed in screening process)

Education and Training:

- Relevant masters' degree; a combination of relevant post-secondary experience and work-related experience could be considered.

Demonstrated Abilities:

- Experience managing human resources in a unionized environment;
- Demonstrated experience conducting research especially related to community, organizational and corporate training/educational needs analysis, environmental scans, and market analyses;
- Experience managing financial resources;
- Experience developing and managing strategic partnerships, alliances and relationships;
- Experience developing and implementing revenue-generating plans.

Desirable:

- Certification as a Trainer

Rated Qualifications (factors assessed through interview, etc.)

Knowledge of:

- Principles of stakeholder consultation, participatory decision-making and problem-solving
- Principles of business planning, financial management and project management
- Understanding of branding, marketing, sales and customer relationship management
- Regional, national and global trends in education and training, including adult/continuing studies, vocational and professional development, workforce development, and higher education.
- Government organizations (municipal, First Nations, territorial/provincial and federal), non-governmental and non-profit organizations (e.g., professional, industrial, vocational and business organizations).
- Relevant legislation, policies and guidelines related to education/training, workforce development, employment standards, and workplace health and safety

Ability to:

- Develop and implement revenue-generating plans
- Develop, monitor and achieve SMART goals and plans, including identifying critical success factors and milestones and formulating effective implementation plans.
- Develop and manage strategic partnerships, alliances and relationships
- Manage human resources in a unionized environment, including personnel planning, employee recruitment, interviewing, and selection, employee orientation, performance management and labour relations.
- Lead teams, including teambuilding, interpersonal relations, written, verbal and intercultural communication, conflict resolution, and negotiations in a dynamic, diverse and dispersed multi-cultural work environment
- Conduct research especially related to community, organizational and corporate training/educational needs analysis, environmental scans, and market analyses
- Implement financial and budget management methods developing administrative procedures and systems appropriate to a Continuing Higher Education environment, including equipment and materials logistics
- Manage ongoing change, continuous improvement, and quality assurance
- Assess, mitigate and manage risk
- Evaluate community, organizational and corporate performance issues and training needs

- Analyze and respond to changing economic, social and cultural trends and plan, organize and implement organizational change
- Manage multiple tasks, determine priorities, delegate effectively, and meet deadlines.
- Consult with stakeholders
- Write and present project proposals, charters and reports in business, government and academic environments
- Develop non-credit curricula, courses, programs and instructor/learner resources
- Develop appropriate evaluation and feedback systems to assess student performance and progress, instructor competence, non-credit course quality and overall student and/or client satisfaction
- Adapt instructional methods and learning resources to meet the needs of specific learners and learner groups, including First Nations' adults and young adults

Personal Suitability:

- Effective interpersonal skills, particularly in a multi-cultural environment
- Ability to communicate effectively both orally and in writing, including to large groups
- Excellent consensus building skills
- Ability to work effectively within a diverse committee context
- Ability to positively represent Yukon University and partners, with colleagues, clients and the community;
- Strong business development/sales skills
- Strong administrative, planning, and organizational skills
- Strong skills in all aspects of communication, including intercultural communication and complete fluency in English