Employment Opportunity

Academic Support Coordinator
The position of the Coordinator shall be to develop and coordinate specific learning support plans and related activities to assist students in successfully completing all coursework required in their respective program(s).

Yellowquill University College (YQUC) provides a Mature Student High School Diploma (MSHSD) program, college certificates and diplomas, as well as university programming in the teaching field. YQUC is a First Nation owned and operated post-secondary institution, offering programming to all since 1984. For more information, see www.yellowquill.org.

The Academic Support Coordinator is responsible for the development and coordination of specific learning support plans and relevant activities to assist students in successfully completing all required coursework in their respective programs.

It is anticipated the Academic Support Coordinator, in conjunction with the Program Coordinators, instructors, and Student Services Coordinator will provide assistance in identifying student needs and create plans with students to address student needs in a holistic manner.

Responsibilities:
- Develop and monitor learning support plans to assist students in successfully completing all coursework with Program Coordinator, instructor and Student Services Coordinator
- Provide academic support in writing, research and organizing assignments
- Problem solve issues related to academic support as they arise
- Provide tutoring and mentoring
- Meet (at minimum) weekly with on-campus students to discuss successes and challenges and troubleshoot as necessary
- Provide workshops on such subjects as: time management, test taking, note-taking, studying, assignment completion, problem solving
- Assist with student retention strategies and activities
- Act as liaison between Program Coordinator, Program Manager and student, as required
- Maintain accurate records related to program data collection
- Ensure a holistic First Nation perspective is implemented at all times
- Maintain confidentiality and professionalism at all times
Skills & Qualifications:

- Minimum Bachelor of Education Degree; other areas of specialization may be considered
- Instructional/work experience in First Nations education and/or post-secondary education/training
- Experience in working within a post-secondary environment
- Experience providing (at minimum) academic guidance and support to adult learners
- Excellent organizational skills and adherence to deadlines
- Effective communication skills, written (documents) and oral (presentations) with adult learners
- Emphasis on team work and collegiality
- Self-motivated and able to work independently
- Understand and work towards addressing the challenges of First Nations learning such as colonization, trauma and racism interwoven into institutional policies
- Assist with special projects as requested
- Driver’s license and access to a vehicle for work purposes is required
- Ability to speak a First Nation language (i.e., Cree, Ojibway, Island Lake Dialect, Dene, Dakota) is considered an asset

Deadline: December 13, 2023. Applications must include: a cover letter, resume, and two letters of reference from previous employers. Please forward to:

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