



Network Computer Technology Project Case Manager

Classification: Training Consultant
Full-Time Term Position: ASAP to March 31, 2022
The Pas, Manitoba

University College of the North (UCN) is committed to building a workforce that is representative of the populations we serve. Applications are invited from individuals who have a demonstrated interest and ability to work with Indigenous learners and mature students.

The Position: The Project Case Manager will manage multiple aspects of the Network Computer Technology via Work-Integrated-Learning project including designing the intake and assessment process for project participants, recruiting and selecting students for the project, enrolling and registering the students within UCN's systems, coordinating student services, coordinating and scheduling the training and work-integrated-learning components of the project, coordinating partner organizations and businesses that will assist with training and employment for the students, assisting in the development of the virtual bench and IT call centre functions of the project, working with project partners for fulfilment of the research component of the project, communicating with partners and stakeholders regarding progress in the project, and managing and mitigating risks associated with the project. The Project Case Manager is responsible for ensuring that all activities within this project are in accordance with, and supported by, the service standards within UCN, ensuring the provision of safe, healthy, equitable, and respectful working and learning environments for staff and students under his/her responsibility, and observing standards of behaviour consistent with his/her role as an employee of UCN.

Qualifications:

- Proven success as a team player and team leader
- Proven abilities to manage financial resources to achieve project goals
- Proven success in project management
- Familiarity and experience with post-secondary student services including registration and enrolment services, policies and procedures related to safe and effective work with students and accessing services such as housing, transportation, day care, and other student needs
- Strong written and verbal communication skills
- Demonstrated abilities in effective listening and emotional intelligence
- Proven success in working with multiple partners (funders, industries, communities, and others)
- Proven abilities in effective scheduling and time-management
- Experience with project risk management, assessment, and mitigation
- Experience working with adult learners with a focus on northern and Indigenous learners

Assets:

- The ability to speak an Indigenous language
- Experience with student recruitment and assessment for entry to education
- Experience with student learning management systems
- Experience with competency-based education for adult learners
- Experience with work-integrated-learning for adult learners
- Familiarity with research methods and protocols
- Familiarity with the communities of northern Manitoba
- Familiarity with the IT industry of Manitoba

Condition of Employment:

- Candidates must be legally entitled to work in Canada

Applicants must provide a cover letter, resume, and a list of references with their application.

Applicants must demonstrate on their cover letter and their resume how they meet the qualifications.

Representative Workforce (formerly employment equity) is a factor in the selection process. Preference will be given to Indigenous candidates. Applicants are invited to indicate in their covering letter or résumé if they are from any of the following groups: Indigenous people, persons with disabilities, visible minorities, or women and men in non-traditional roles. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

Competition Number: 20-056
Closing Date: September 11, 2020; however, will remain open until filled
Salary Range: \$33.59 to \$41.94 hourly, plus remoteness allowance

Apply to: University College of the North, Attention: Human Resources
P.O. Box 3000
The Pas MB R9A 1M7
Fax: (204) 623-4414
Email: hinfo@ucn.ca (preferred format)

We thank all applicants for their interest, but only those selected for an interview will be contacted. Application materials, including letters of reference, will be handled in accordance with the Freedom of Information and Protection of Privacy Legislation (Manitoba).

Human Resources will work with applicants who require accommodation during the application or the interview process.

For more information and other employment opportunities, visit www.ucn.ca.