



Northern
Lakes
College

Employment Opportunity

Northern Lakes College is a public, board-governed institution that offers and supports programs ranging from adult basic education to university transfer in more than 30 locations throughout northern Alberta. We support and promote professional development, wellness opportunities, and provide our employees with an attractive benefits plan along with competitive salaries.

Northern Lakes College is seeking a technical specialist with an interest in working with adult learners. The successful candidate will work closely with regional industry and businesses to enhance the employment prospects and learning opportunities of students enrolled in a number of resource based programs. The current list of programs includes Power Engineering 5th, 4th and 3rd Class, Oilfield Operator Training Program and Maintenance Management Professional Program.

Resource Programs Coordinator - Reference # NLC-1268

Salary Range: \$54,396 to \$71,352 per year
(Full-time ongoing, Slave Lake)

Qualifications:

- Four year degree or Technical Diploma in a related field is preferred.
- At least 2 to 3 years of hands-on work experience in a trade or technical profession in the oil and gas, forest products or utility industry.
- Formal training in instructional methods or program coordination would be an asset.

For complete details on these employment opportunities visit us online at:
www.northernlakescollege.ca click on join our team then career opportunities.

Please submit a resume quoting the reference number NLC-1268 to: Northern Lakes College, Human Resource Services, 1201 Main Street SE, Slave Lake, Alberta T0G 2A3. Fax: 780 849-5881 or email: resumes@northernlakescollege.ca

Closing date: Feb 19, 2012

Northern Lakes College thanks all applicants for their interest in employment; however, only those candidates selected for interviews will be contacted.

Job Description

The successful candidate will be responsible for:

- **Supporting students in successful program completion:**
 - Working with students to identify and overcome issues preventing successful program completion through discussion with students and referring students to suitable support persons as required
 - Interacting with students throughout their program to ensure that they find their NLC experience to be both beneficial and enjoyable
 - Working with instructors to identify problem areas and developing plans to address these concerns

- **Industrial work placement coordination:**
 - Lining up and coordinating industrial work placements
 - Working with students, instructors and employers to integrate course work and work placement experiences
 - Worksite visits

- **Coordinating hands-on learning opportunities for distance delivery students.** This could include coordination of industrial tours, lab days, and guest speakers, and would be in conjunction with instructor efforts to engage students.

- **Programs reporting:**
 - Relay information to program stakeholders regarding the success of individual programs, opportunities for program improvement/growth and implications of market trends on program student numbers

- **Student documentation coordination:**
 - Investigate program documentation needs and implement systems to address these needs as required

- **Travelling within NLC's service region when required**

- **Some instruction may be required as appropriate**