



*Algoma University is committed to undoing systemic and institutional discrimination and being publicly transparent and accountable. Diversity, equity, and inclusion are fundamental to our [Special Mission](#). In keeping with the Seven Grandfather teachings that are the core values that inform our decisions as an institution, we are committed to creating a welcoming, inclusive, respectful, and safe environment where everyone belongs. We live these values through the strength and richness that diversity brings to our workforce and welcome contributors from equity-deserving groups including: Indigenous Peoples, Black and racialized persons, women, Persons with Disabilities, 2 Spirit, Lesbian, Gay, Bisexual, Transgender, and Queer persons.*

<b>Job Title:</b>	<b>Offsite Program Coordinator (Mushkegowuk Payukotayno Partnership)</b> Staff Bargaining Unit
<b>Position Status:</b>	Permanent, Full-Time (35 hours/week) OSSTF
<b>Department:</b>	School of Social Work
<b>Supervision Received:</b>	Dean, Faculties of Humanities and Social Sciences, and Cross-Cultural Studies
<b>Location:</b>	Moosonee / Moose Factory, ON
<b>Number of Positions:</b>	1

**PRIMARY FUNCTIONS:**

A.	Offsite Support for Director, School of Social Work	40%
B.	Offsite Program Development, Admissions, Field Education & Community Engagement Support	40%
C.	Communications / Coordination Support	10%
D.	Program & Academic Administration Support	10%
<b>TOTAL</b>		<b>100%</b>

Reporting to the Dean of Humanities/Social Sciences & Cross-Cultural Studies, the Offsite Program Coordinator provides support to the Director, School of Social Work, and completes a variety of duties in order to support the School of Social Work. This position requires a high degree of organizational, communication, and administrative skills, and the ability to work independently, collaboratively, and as part of a team.



RESPONSIBILITIES:

**A. Offsite Support for Director, School of Social Work (40%)**

- Support the Director in the budget tracking process for offsite programming for partnerships with remote communities; review budget summary, list accurate program budget input, contrast budget summary to meet the Canadian Association for Social Work Education (CASWE) standards, review general ledger expenses, coordinate and oversee expense approvals and seek approval from Director, and collaborate with Finance team on offsite budget-related matters.
- Work with the Director, Social Work, and members of the Social Work Faculty, in developing policies and procedures associated with social work offsite program delivery.
- Lead the preparation of offsite-related authorization and travel claim forms, purchase orders, petty cash, invoices, expense reimbursements, and mileage forms, with appropriate signatures.
- Support the Director in collecting data specified in the CASWE School of Social Work survey pertaining to offsite programming.
- Coordinate and support the facilitation of social work offsite events and meetings, including catering, room bookings, developing agendas, preparing handouts and packages of information, taking minutes, and following up on all actions required from the meetings (as stated in the minutes), mailings, certificates, verification letters, and media, and ensure AV equipment is set up, and IT supports are in place, as required.
- Develop and maintain confidential filing systems for offsite program delivery (including student files) and ensure they comply with Bachelor of Social Work (BSW) program record-keeping policies.
- Complete errands as required to fulfill offsite program goals/objectives.
- Support self-studies for the components related to offsite program delivery (Institutional Quality Assurance Process [IQAP], Postsecondary Education Quality Assessment Board [PEQAB], CASWE accreditation).
- Other duties, as assigned by the Director, Social Work.

**B. Offsite Program Development, Admissions, Field Education & Community Engagement Support (40%)**

- Support the development of offsite program offerings, admissions processes, and community engagement activities.
- Provide administrative support for all meetings and events (e.g. pre-registration and orientation), including taking minutes, preparing agendas, ordering catering, room bookings, AV equipment, honorariums, parking exit codes, and mailings, communications, and promotions.
- Support the collection and synthesis of offsite programming information including a database of students, potential and active placements sites, and other records on customized databases (e.g. Google Suite), and the field practicum evaluation system.



- Support the offsite programming printing, photocopying, distributing of materials, and collection of field education-related forms (print and/or electronic).
- Assist with the documentation of confidential student information relating to student placement issues, appeals, and in conjunction with field placement suitability concerns
- Provide support in creating and updating offsite programming CASWE-related social work materials (e.g. student handbook, field manual, professional student expectations, etc.).
- Lead the collection of all student handbook acknowledgment forms for offsite programming.
- Lead the planning, organizing, and facilitating of offsite programming events, orientations, open houses, and other social work and field education events during the calendar year.
- Support the distribution, collection, and data entry of program evaluations for the offsite programming including surveys and updates of School of Social Work alumni, field practicum supervisor feedback, and other core materials in a timely and accurate manner.

**C. Communications / Coordination Support (10%)**

- Connect the School of Social Work to community initiatives in offsite program locations.
- Liaise with external departments and internal service areas for gathering information, or for the dissemination of information for offsite programming.
- Develop event posters and other promotional materials for the offsite programming.
- Consult and liaise with the Strategic Recruitment, and Marketing & Communications departments in the development of content for offsite programming events.
- Act as the first point of information for admissions and the general program inquiry process for the School of Social Work's offsite programming.
- Collect and coordinate updated information and content about offsite programming for the School of Social Work website.
- Liaise with the Marketing & Communications team to prepare information regarding offsite programming for the newsletter, and other relevant newsworthy materials.
- Support the BSW program with college partners and assist the Strategic Recruitment, and Marketing & Communications departments to promote the BSW program and course offerings for offsite programming.

**D. Program & Academic Administration Support (10%)**

- Provide a welcoming and professional level of assistance for all telephone calls, in-person encounters, and email inquiries about offsite programming.
- Direct and support required resources for students, staff, and faculty, and for class instruction at the offsite locations.
- Provide front-line reception assistance and respond to routine inquiries from Part-Time and Full-Time Faculty teaching in the offsite programs.



- Provide general day-to-day information about the social work program to offsite BSW students and potential students (e.g. BSW program course inquiries), and other visitors.
- Participate in training on software programs as needed, including university-wide software programs and systems.
- Maintain an updated inventory of textbooks used in the offsite programs.
- Guide the completion of authorization travel forms, purchase orders, petty cash forms, travel claims, parking exit codes, and honourarium forms for in-class presenters for Full-Time and Part-Time faculty and staff in the offsite programs.
- Provide support in planning for Social Work events with faculty and staff, and orientations with students in all program years of the offsite programming.
- Provide support and referral of offsite faculty to the Innovation & Technology team for course support when required.
- Refer offsite students to the appropriate faculty and resources.
- Lead offsite academic advising sessions with students during the academic year.

#### WORKING CONDITIONS:

##### **Physical Effort**

##### *Moderate*

Activities involve extensive time spent sitting/keyboarding and regular requirement to travel and lift boxes and do event setup at offsite locations

##### **Physical Environment**

##### *Minimal*

Occasional exposure to mild unpleasant or disagreeable conditions such as travel to remote northern communities with cold temperatures.

##### **Sensory Attention**

##### *Moderate*

Frequent interruptions during detailed work concentration and data entry, demand for results, precise work, and accuracy, requirement to field requests simultaneously, balance competing priorities, and adhere to deadlines

##### **Mental Stress**

##### *Moderate*

Work activities are performed in an environment with occasional exposure to one or more mental pressures; occasional requirement to work outside of regular hours for events and travel to remote communities for offsite program delivery events and activities.

#### MINIMUM QUALIFICATIONS



- Undergraduate degree in Information Technology, Business Administration, or a related field, and a minimum of three (3) years of experience working in an educational environment offering support services, or conducting research program coordination/support, or an equivalent combination of education and experience, is required.
- Demonstrated knowledge and experience working with Mushkegowuk populations, communities and organizations in a human service context is required.
- Experience updating or designing websites is required.
- Excellent use of technology for collaboration, including Google Suite.
- Knowledge of, or direct experience in, the social service or education sector and/or knowledge and skilled experience in a University/College setting is considered an asset.
- Excellent interpersonal and written communication skills.
- Ability to take initiative and work with limited supervision.
- Excellent research skills.
- Excellent organizational, problem-solving, team-building, and electronic record-keeping skills.
- Understanding of, and ability to uphold, strict confidentiality.
- Working knowledge of anti-oppressive and anti-racist social work, as well as Anishinaabe and diverse cultures and communities, is an asset.
- Ability to work effectively with people of diverse backgrounds, styles, and abilities.

**Salary Scale:     \$52,810 to \$66,012 annually.**

**To apply for this position please submit a resume and cover letter [HERE](#) no later than 4:00 p.m. on October 29, 2024.**

Algoma University is strongly committed to fostering diversity and inclusivity within our community and is an equal-opportunity employer. The university invites and encourages applications from all qualified individuals who would contribute to the further diversification of our Institution, including equity-deserving groups that are traditionally underrepresented in employment (Indigenous peoples, racialized persons, women, persons with disabilities, and 2SLGBTQQIPA+ persons).

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, upon request, accommodation will be provided by Algoma University throughout the recruitment, selection, and/or assessment process to applicants with disabilities.