

**Posting #24-174CU(E)**

## **Foundational Skills Coordinator**

### **Academic Success Centre**

#### **Term, Full-time**

#### **October 2024 – October 2026**

### **Purpose**

As part of the Academic Success Centre team, the Foundational Skills Coordinator (Coordinator) is a key source of guidance and support for students facing academic challenges, particularly those on academic probation and first-year students. The Coordinator is responsible for developing and implementing proactive and remedial co-curricular and extra-curricular programming that enhances foundational skills, improves retention, and fosters academic resilience at UNBC.

The Coordinator will work collaboratively with other Academic Success Centre staff and liaises closely with faculty to ensure that programming aligns with the needs and feedback of the UNBC community. As part of Student Success team, the Coordinator reports to the Manager, Student Experience and Planning and is integral to empowering students in their academic journey, supporting their success through tailored interventions and resources.

### **Responsibilities**

- **Program Development and Implementation**
  - Designing and developing programs on foundational skills, and execute them online, face to face, hybrid or blended;
  - Conducting needs assessments to identify learning gaps and challenges faced by undergraduate students;
  - Developing seminar and programming content focusing on critical academic skills (such as time management, study skills, academic writing, presentation skills, and general student expectations);
  - Providing academic support for students on academic probation through peer-led remedial activities and programming;
  - Developing programming for underprepared first-year students in transitioning to university-level learning;
  - Evaluating the efficiency and efficacy of program performance and outcomes;
- **Leadership and Supervision**
  - Hiring, training, and supervising student leaders who will facilitate foundational skills programs, providing coaching and direction as needed;
  - Ensuring seminars and/or workshops and drop-in activities facilitation is engaging, relatable, and effective;
- **Program Management**
  - Coordinating program scheduling to accommodate diverse student timetables;
  - Monitoring and evaluate program and activity effectiveness through robust data collection on attendance, participation, and academic performance;
- **Collaboration and Communication:**



- Working with faculty, the Centre for Teaching, Learning and Technology (CTLT), the Library, and other campus partners to ensure program relevance and alignment with academic expectations; and
- Representing the Academic Success Centre (ASC) in professional interactions with internal and external partners.

## Qualifications

The successful candidate will possess a graduate degree, together with a minimum of three years of directly related experience in supporting students academically and program development.

The successful candidate will also possess the following:

- Expertise in curriculum and instructional design, with the ability to create and implement programs that can be effectively offered in face to face, online, hybrid and blended to cater for diverse students needs;
- Experience in developing co-curricular or extra-curricular academic supports at the post-secondary level;
- Demonstrated experience in hiring, training, and supervising student leaders, with strong mentorship abilities and a talent for conflict resolution in dynamic environments;
- Exceptional organizational skills, including proficiency in managing resources, coordinating program schedules, and using data-driven approaches to monitor and evaluate program effectiveness;
- Strong interpersonal and communication skills for building and maintaining relationships with faculty, staff, and students;
- Proficiency in utilizing specialized software for program implementation and data analysis, including LMS, CRM, video conferencing tools, and MS Office Suite (Outlook, Word, Excel);
- Experience with data collection and reporting to support continuous program improvement;
- Ability to take a proactive approach to staying updated on best practices and trends in academic support services and willingness to adapt and innovate in response to evolving student needs;
- Strong understanding of privacy guidelines (FOIPPA) and ethical conduct, with the ability to handle sensitive information with discretion and maintain high standards of professionalism;
- Demonstrated ability to adapt to changing environments and solve complex problems;
- A solution-oriented approach with a strong customer service orientation;
- Proven ability to work independently in a busy and challenging environment while being an active team player in an integrated team setting;
- High degree of attention to detail, accuracy, and good judgment in all aspects of the role, with a commitment to continuous learning to meet evolving student needs;
- Ability to respond to students at risk or crisis (Mental Health First Aid is an asset);
- Active team player in an integrated team; and
- As part of the process of assisting at-risk students, the Coordinator may have access to confidential information such as student grades or probation status. An understanding of privacy guidelines and adherence to confidentiality protocol is required.

## Salary

This position has been classified at a Grade 14. The annual salary range for this position is \$89,161.80 to \$92,838.20 and the normal starting salary will be \$89,161.80, pro-rated based on length of term and hours worked.



UNBC offers excellent benefit packages, and employee training and development opportunities. For more details, please see:

<http://www.unbc.ca/human-resources/employee-benefits>

Normal hours of work will be 8:30am – 4:30pm, Monday through Friday.

## Our Commitment to Diversity and Employment Equity

The University of Northern British Columbia is fully committed to creating and maintaining an equitable, diverse, and inclusive environment that is accessible to all. We are devoted to ensuring a welcoming, safe, and inclusive campus free from harassment, bullying, and discrimination. This commitment is woven into our motto and mission. In the Dakelh language, UNBC's motto 'En Cha Huná translates to "they also live" and means respect for all living things. Through the respect for all living things, we are able to grow and learn better together, each bringing our own unique individual differences and contributions to inspire leaders for tomorrow by influencing the world today.

Employment equity requires that we remove barriers and overcome both direct and indirect discrimination. In this way, the pool of excellent candidates increases substantially. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

## About the Community

Since its founding in 1990, the University of Northern British Columbia (UNBC) has emerged as one of Canada's best small research-intensive universities, with a passion for teaching, discovery, people, and the North. UNBC's excellence is derived from community-inspired research, hands-on learning, and alumni who are leading change around the world.

Since time immemorial, Indigenous peoples have walked gently on the diverse traditional territories where the University of Northern British Columbia community is grateful to live, work, learn, and play. We are committed to building and nurturing relationships with Indigenous peoples, we acknowledge their traditional lands, and we thank them for their hospitality. UNBC's largest campus in Prince George is located on the traditional unceded territory of the Lheidli T'enneh, in the spectacular landscape near the geographic centre of beautiful British Columbia.

UNBC consistently ranks in the top three in its category in the annual Maclean's university rankings. UNBC also recently placed among the top five per cent of higher education institutions worldwide by the Times Higher Education World University Rankings.

With a diverse student population, the University is friendly, inclusive, and supportive. Prince George is a city of ~80,000 people with impressive cultural, educational, and recreational amenities. For more information about living and working in Prince George, please refer to <http://www.unbc.ca/experience> and <https://moveupprincegeorge.ca>. Make your mark with this leading post-secondary institution.



## To Apply

The University of Northern British Columbia is committed to employment equity and encourages applications from the four designated groups (women, Indigenous peoples, persons with disabilities, and members of visible minorities) as well as the 2SLGBTQ+ communities and individuals with intersectional identities.

Persons with disabilities, who anticipate needing accommodation for any part of the application and hiring process, may contact UNBC Health & Wellbeing at [employeewellbeing@unbc.ca](mailto:employeewellbeing@unbc.ca). Any personal information provided will be maintained in confidence.

**Internal applicants from CUPE Local 3799 will be given priority consideration.**

Please forward your resume and proof of education (e.g. copy of transcripts or copy of degree/diploma) and include the competition number #24-174CU(E) in the subject line to:

Human Resources, University of Northern British Columbia,  
3333 University Way, Prince George, BC, V2N 4Z9

Email submissions: [HRecruit@unbc.ca](mailto:HRecruit@unbc.ca)  
Inquiries: (250) 960-5521

*All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. We thank all applicants for their interest in UNBC however, only those applicants selected for further consideration will be contacted.*

**Applications will be accepted until the position is filled.**

