



*The Ponoka/Rimbey Adult Learning Society
is seeking to hire an*
Campus Alberta Central Coordinator

Campus Alberta Central (CAC) is a joint venture between Olds College and Red Deer Polytechnic that provides post-secondary learning opportunities in communities throughout central Alberta.

Location: Ponoka Learning Center, 5604 50 St. in the Ponoka Library.

Hours: 30 hr/wk. (.8 FTE)

Starting wage: \$25/hr

Start Date: August 29th, 2021

Duties: Reporting to the PRALS Board, The CAC Coordinator is responsible for:

- Student Support - provide course and grant information to students as well as assistance with career and education planning.
- Program Promotion and Support - hold information and open house events, connect with local organizations, manage online course schedules and determine classroom setup for learning activities
- Administration - manage student information, report on programs and the CAC partnership agreement, oversee facility operations of the Ponoka Learning Centre
- CAC Engagement - Inform CAC staff of local programs, and ensure all CAC guidelines are followed

The ideal candidate should have:

- Post-secondary education in a relevant field
- an understanding of adult education and the post-secondary system
- the ability to work either independently or as a member of a team
- an understanding of standard office software as well as the ability to learn new technology and troubleshoot office equipment
- be self-motivated and a life-life-long learner
- have strong interpersonal skills and be an effective communicator

Preferences will be given to persons with education/experience in Education, Management or Human Services. As the role is specific to adult education, experience in that area would be an asset.

Interested candidates must e-mail their resume and cover letter to mmarien@me.com by August 12th *Only those selected for interviews will be contacted.*