

JOB POSTING DETAILS

Employer	Sault College of Applied Arts and Technology	Job Type	RI
Job Title	Curriculum and Quality Assurance Specialist	Duration	NA
ES Job ID	12661	Location	Sault Ste. Marie
Date Posted	May 16, 2022	Closing Date	May 30, 2022

Job Overview - Description & Duties

Curriculum and Quality Assurance Specialist

Notice of Appendix D support staff position (required until May 2023)

We are looking for amazing! If you are dynamic and would like the opportunity to help us to be recognized as the best student-centered College in the country, then you will find it here. As a member of our team, you will help students find their passions and help them achieve their amazing. If this is you, then join us at the hub of the Great Lakes, in the traditional territory of the Anishnaabek people.

The Opportunity: A Curriculum and Quality Assurance Specialist who supports the College and its academic programs to meet and exceed provincial quality standards for Ontario College credentials, including degrees. The incumbent plays a key role in the gathering and organization of evidence to support the College's self-study for the Colleges Quality Assurance Audit Process (CQAAP).

The incumbent coordinates cyclical academic quality assurance processes, including stakeholder feedback, annual program review, and key performance indicator (KPI) data collection and reporting. The Curriculum and Quality Assurance Specialist is responsible for the maintenance of accurate program and course curriculum records. As such, the incumbent demonstrates a sound understanding of the student lifecycle from admission to graduation and the co-dependencies of College departments, computer applications and academic policies.

This is an Appendix D support staff position, 35 hours/week, Payband F - \$28.28-\$32.78 (starting rate \$28.28/hour) required until May 2023.

Required Skills

- three-year diploma/degree in business
- minimum three years' experience working in the postsecondary education setting with curriculum and key processes to support student success
- a sound understanding of the student lifecycle from admission to graduation and the co-dependencies of College departments
- strong ability to communicate effectively - both verbally and written - in a professional manner
- excellent analytical and problem solving skills
- strong organizational and record keeping skills with attention to detail
- proven leadership skills
- ability to work independently, establish priorities, and multi-task
- advanced skill level in Office 365
- experience with a Student Information System (SIS)

Other Requirements

NA

How to Apply

PLEASE SUBMIT YOUR RESUME, COVER LETTER AND THREE REFERENCES TO SAULT COLLEGE'S CAREER PORTAL.

We thank all applicants in advance - only those selected for an interview will be contacted.