



ST. THOMAS MORE COLLEGE

UNIVERSITY OF SASKATCHEWAN

Engaged Learning Operations Coordinator

Department: Engaged Learning Office (ELO)

Status: Term (August 15 – December 15, 2023) **This position will not be extended past the end date.**

Hours: Monday – Friday, normally 8:30 am to 4:30 pm (with some evening and weekend work)

Full Time Equivalent (FTE): 1.0

Salary Range: Level 3 (\$41,000 - \$50,000/annum), prorated to time worked.

Posted: 03/17/2023

Closing date: 03/30/2023

Remote work: No

St. Thomas More College (STM), the Catholic liberal arts college federated with the University of Saskatchewan (Usask) seeks a full-time, temporary Engaged Learning Operations Coordinator.

Reporting to the Associate Dean at St. Thomas More College, the Engaged Learning Operations Coordinator is

Responsibilities:

- responsible for establishing and maintaining professional working relationships with internal and external stakeholders of the College;
- responsible for planning and scheduling Engaged Learning programming;
- responsible to provide support and guidance to students in their volunteer and academic life as it relates to the purview of the ELO;
- responsible for social media posts regarding ELO programming;
- responsible for facilitating ELO programming includes Community Service Learning (CSL) orientations/reflection sessions, and Service and Justice Community Suppers/reflection sessions;
- responsible to support and sustain appropriate College-community partnerships to enable and facilitate Community Service Learning (CSL) and other engaged learning and research opportunities for faculty and students;
- responsible to engage in STM student life as a staff supervisor on the Student Leadership Council (SLC); and
- responsible for other duties as assigned.

Qualifications and Skills:

- Post-secondary education degree/Humanities or Social Science major is required. A combination of education and experience may be considered.
- A current acceptable criminal record check (CRC) and vulnerable sector search (VSS) is required.
- A valid Class 5 Driver's License is required.
- Previous work in Community Service Learning is considered an asset.
- Previous experience managing tasks related to post-secondary education is considered an asset.

Key Attributes:

- Ability to work independently as well as in a collaborative and dynamic team environment.
- Proven diligence to protect and maintain critical confidential information.
- Proficiency in both written and verbal communication.
- Excellent planning and organizational skills.

Application: Interested candidates should email their résumé along with the names of three (3) references to the attention of the Manager of Human Resources, Payroll and Benefits at kstefaniuk@stmcollege.ca by March 30, 2023.

Please review the University of Saskatchewan's **health and safety requirements** for faculty, staff and students in consideration of the COVID-19 pandemic.

In accordance with Canadian immigration requirements, this advertisement is directed in the first instance to Canadian citizens and permanent residents. St. Thomas More College (STM) is committed to diversity within its faculty and staff complement. Underrepresented groups include those identified in the federal Employment Equity Act - women, visible minorities, Indigenous peoples, and persons with disabilities - including, but not limited to LGBTQI2+ people, and members of other designated groups are encouraged to self-identify on their application. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. Additional information about STM and the University of Saskatchewan is available at <https://stmcollege.ca/>. **Only those invited for an interview will be contacted.**