



Attached is a posting for a Skills Training Facilitator currently available in Humboldt. Applications must be accompanied by an updated resume.

This competition will end on **January 16, 2019**. Applications received on or before that date will be considered. To apply, please forward a letter of application quoting the competition number as indicated on the attached posting detail. Please forward (by e-mail or mail) all applications to:

**Human Resources Department**  
**P.O. Box 720**  
**Humboldt, SK S0K 2A0**  
**careers@carltontrailcollege.com**  
**Tel: (306) 682-2623**  
**Fax: (306) 682-1348**

## Skills Training Facilitator

Competition # 1819-32

Classification: Level 6  
Position Description: Attached  
Category: 1.0 FTE  
Hours of Work: Field  
Location: Humboldt

### POSITION SUMMARY

The Skills Training Facilitator is an in-scope position reporting to the Business and Skills Training Manager. The incumbent is responsible for coordinating and administering programs and services for Skills Training programs throughout the College's region; providing support to clients and learners; and representing the College to a variety of stakeholders.

### DUTIES AND RESPONSIBILITIES

#### Program Planning and Coordination:

- Assist with conducting needs assessments, researching programs/courses to determine their suitability
- Assist in the development and delivery of a sustainable programs for the College
- Research and develop grant and project proposals under the direction of Business and Skills Training Manager
- Provide ongoing assessment and evaluation of learners as required
- Assist in determining resource requirements for programs/courses (including facilities, supplies, etc.)
- Coordinate the College's Skills Training programs, including the management of resources to effectively deliver services region-wide
- Assist and advise in the marketing and promotion of the College's Skills Training programs
- Manage the assigned program budget under the direction of the Business and Skills Training Manager
- Maintain appropriate records and statistical information as required
- Oversee and ensure timely entry of student data into the student information system

#### Program Support:

- Provide pertinent and timely oral and written reports as required
- Responsible for the day-to-day activities of the Skills Training programs
- Assist with student recruitment and marketing activities
- Support staff and instructors in addressing student issues
- Monitor the delivery of programs/courses and responds, when necessary, to quality assurance issues
- Liaise with community organizations and service providers
- Engage regional stakeholders to promote College programming
- Communicate effectively with staff, clients, potential clients, other agencies, institutes, organizations, stakeholders, and the general public
- Participate in meetings and discussions with stakeholders such as co-workers, students, agencies, government departments, business and industry educational institutions, partners in program development and delivery, and aboriginal organizations.
- Other duties as assigned.

### KNOWLEDGE, SKILLS AND ABILITIES

- Proven organizational skills that allow handling multiple tasks associated with a region-wide program, while at the same time ensuring that specific details are dealt with in a timely fashion
- Proven ability to practice effective time management and prioritize work
- Knowledge of modern managerial practices, office procedures, and business communication
- Demonstrated problem solving skills
- Proven ability to work independently and make sound decisions while maintaining good judgment in keeping supervisor, coworkers, partners, employers and students apprised of important developments
- Intermediate computer skills in word processing, spreadsheet software, email and internet applications
- Experience working with adults would be an asset
- Ability to maintain confidentiality of personal information at all times and in accordance with Local Authority Freedom of Information and Protection of Privacy Act

- Ability to adapt to changes in the work environment, structure, processes, requirements or cultures.
- Operates with integrity at all times
- Demonstrated ability to keep the organizations vision and guiding principles at the forefront of decision making and action
- Demonstrated ability to set high standards for oneself and others and accepting responsibility for all actions
- Demonstrated ability to ensure that all tasks are completed with high attention to detail ensuring accuracy

#### OTHER REQUIREMENTS

- Must possess a valid Saskatchewan Driver's License and be willing to travel on occasion. Most travel is within the geographical area, with few overnight stays necessary. Some provincial travel is required.
- Criminal Record Check and that is satisfactory to Carlton Trail College.

#### EDUCATION

The minimum relevant formal training essential to perform the functions of this position is a relevant two-year diploma, preferably in the social sciences field or academic equivalent. This education would typically provide knowledge in adult education program development, needs assessment, budgeting, proposal writing, analytical and research skills.

#### EXPERIENCE

The amount of practical related experience required is two years. This experience would typically provide skills required to negotiate with partners, deal with sensitive situations, skills in time management, supervision, leadership and budgeting as well as communication, interpersonal, analytical and evaluation skills. Must have the ability to function in a cross-cultural environment. Must be willing and able to travel.