



EMPLOYMENT OPPORTUNITY

Post Secondary Studies Program Coordinator

SERVICE AREA: Post Secondary
DEPARTMENT: Old Sun Community College
POSITION: Post Secondary Studies Coordinator
TERM: Full Time
DATE POSTED: March 12, 2026
DEADLINE: **EXTENDED TO March 27, 2026**

General Statement of Duties:

The Post Secondary Studies Coordinator is responsible for the planning, development, coordination, and oversight and development of Natosapi Community College's (OSCC) post-secondary programs aligned with the Natosapi Community College Comprehensive Institutional Plan. This position plays a key role in integrating Siksika language, culture, and ways of knowing into program delivery, curriculum development, institutional policies, and strategic initiatives. The Coordinator works closely with Elders, faculty, staff, partner institutions, and the Siksika Knowledge Department to ensure high-quality, culturally grounded education for adult and post-secondary learners.

SUPERVISION EXERCISED: **Reports to OSCC President**

Duties and Responsibilities:

- Responsible for aligning post secondary programming with the Natosapi Board of Directors Strategic Priorities; planning, directing, and coordinating the expansion of post secondary level program and course offerings in alignment with Natosapi accreditations.
- Work with the President to lead the development of the OSCC Framework, ensuring alignment with cultural protocols, academic and research standards, and organizational priorities.
- Provide oversight of the Pedagogical Committee, collaborating with the Siksika Knowledge Department on curriculum, cultural initiatives, and pedagogical approaches.
- Build and maintain program partnerships with universities, colleges, and institutions within the Blackfoot Confederacy.
- Responsible for determining Natosapi program transferability pathways, partnerships and brokering with other post-secondary institutions.
- Collaborates with OSCC programs, faculty, Siksika Nation organizations, and Siksika community members to identify priorities for program and course development.
- Provide direct oversight of the Business Indigenous Leadership Program (BILMP) delivered in partnership with Mount Royal University.
- Support and monitor the BILMP student cohorts, ensuring strong academic support, communication, and student program success.
- Lead existing programs and the development of new post-secondary programs, including innovative initiatives such as the Green Energy Project and other future program offerings.
- Oversees recruitment and management oversight of course developers and oversees the recruitment of sessional instructors for all Natosapi programs.
- Lead and facilitate the preparation, distribution, receipt, and secure storage of all program and course documents and collaborates with HR for contracts for course developers and sessional instructors.
- Lead and collaborate with the OSCC Human Resource Department, Registrars office, and IT personnel to support the orientation and onboarding process of course developers and sessional instructors in alignment with Natosapi mandate and values, OSCC course development processes and course outline administration.

- Collaborates with the OSCC Siksika Knowledge Department to facilitate the involvement of Siksika Knowledge keepers during program implementation and course development & course delivery.
- Oversees curriculum design, development, program sequence determination, revision, and enhancement to ensure culturally grounded, academically relevant post-secondary programming, course development and course outlines.
- Work collaboratively with faculty, Knowledge Keepers, and partner institutions to maintain high academic standards for course development and course outline administration.
- Responsible for implementation, management and administration of ACAT-related responsibilities (Alberta Council on Admissions & Transfer), including supporting credit transfer processes, maintaining ACAT accreditation, program recognition, and alignment with provincial post-secondary frameworks.
- Responsible for the program management system to catalogue programs and all course development and outlines and manage annual review to ensure aligned with program deliverables.
- Oversee grant application, administration and annual reporting of Post Secondary Partnering Program (PSPP) grants and relevant grants to the development of Natosapi post secondary programming.
- Ensure compliance with institutional policies, funding requirements, and reporting standards for Board of Directors, FAL, funding sources and all accreditation bodies.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and/or Abilities:

- Masters degree in Education, Indigenous Studies, Business Administration, or related field preferred.
- Strong knowledge of Siksika culture, traditions, language, and protocols (or willingness to learn) and commitment to Indigenous-controlled education which is founded upon local Indigenous Knowledge systems.
- Experience working in post-secondary education, program coordination, or Indigenous community-based education.
- Demonstrated experience working with Elders, Knowledge Keepers, or Indigenous cultural frameworks.
- Ability to coordinate multiple programs and priorities in a culturally grounded, community-based environment.
- Experience in curriculum development or academic program planning is an asset.
- Budgeting and administrative experience required.
- Excellent interpersonal, verbal and written communication skills.
- High level of professionalism, confidentiality, and cultural sensitivity.

Core Requirements:

- Must have a current Criminal Record Check
- Must have a valid Class 5 Drivers licence
- A list of three references

Resumes and cover letters should be emailed to rhonda.healy@oldsuncollege.ca before 4:30 pm of the posting closing date.

IMPORTANT: All participants **must** include the following:

1. Diploma/Certificates and or/pertinent related documents.
2. Clear Criminal Record Check.
3. Copy of Driver's License.
4. A list of three people who will be sending reference letters directly to OSCC

Please Note: Only **complete** applicants will be considered. OSCC wish to thank all applicants and advise that only those candidates will be selected for an interview will be contacted.