

Find Your Spot at Humber

At Humber, our career paths open a world of infinite possibilities for you to explore. People are at the heart of the Humber experience. Here, every day we work shoulder to shoulder to deliver excellence, and in doing so, we redefine what it means to be a leader in polytechnic education. Humber employees are a diverse group of committed, caring and fun-loving people.

We take finding and growing the right talent very seriously. We strive to find and nurture extraordinary employees who bring their best each day.

If you are interested in working in higher education and are looking to contribute to the largest polytechnic College in Ontario, as we shape the future of our students and communities, here is your opportunity to join our team.

Job Details

Position Title: Project Coordinator, Occupational Specific Language Training (OSLT)

Hours: 32 hours per week (Hrs. are subject to program needs and may include evenings and weekends)

Faculty/Department: Community Outreach and Workforce Development

Campus/Location: North Campus

What you will do:

Under the general direction of the Manager, Immigrant Programs & Services, the incumbent is accountable for the program coordination, delivery, and administration of the Occupation-Specific Language Training (OSLT) project. Primary responsibilities include marketing, outreach, recruitment, and student admissions, managing student data on relevant databases, compiling reports for funders, budget monitoring, and oversight of the OSLT faculty.

Specific duties include conducting information sessions for prospective OSLT students, determining their eligibility, and completing the admissions process (as per guidelines); working closely with COWD marketing staff to develop compelling advertising and social media content for reaching out to prospective students; purchasing books and supplies required to support the students in the program in conjunction with the faculty; regularly monitoring the budget to ensure that it is on track and accurate; in conjunction with finance staff, ensuring that financial claims are compiled and submitted to funder according to budget and contract timelines; preparing the narrative project activity report periodically; providing direction to faculty/staff when changes are made to the curriculum by Colleges Ontario; representing Humber College at the Colleges Ontario meetings and assisting with the ongoing development of the program with other college partners; organizing OSLT graduations and events with guest speakers to provide relevant information to support course content and student objectives such as hosting Humber staff or alumni from Humber's Community Employment Services, Mentoring and Bridging Programs.

What you bring to the role:

Education

- Preference will be given to candidates with a degree in education, social work, public administration, or related fields.
- TESL training preferred.

Experience

- Candidates must have experience in delivering English language training for newcomers to Canada.
- Excellent interpersonal and communication skills (written and oral), project management, adaptability, organizational, and problem-solving skills along with sound financial monitoring experience are essential. Candidates should also have a proven commitment to customer and community service.

What's In it for you?

- An opportunity to have an impact with a post-secondary institution, poised to do great things.
- Diverse, hard-working, committed team of people who care about each other.
- Tools and technology that will allow you to succeed at your job.
- Amazing perks
- Highly supportive work culture

At Humber College we don't just accept difference — we celebrate it! Experience comes in many forms, skills are transferable, and a progressive mindset goes a long way at Humber. If your experience is close to what we're looking for, consider applying and tell us why you are a great candidate for this job. Find your Spot at Humber!

Applications

To apply for this amazing position please click the following link:

https://humber.taleo.net/careersection/hbr_ex/jobdetail.ftl?job=21271&tz=GMT-04%3A00&tzname=America%2FNew_York

Or visit humber.ca/careers

We thank you for your interest in working with Humber College. Only applicants selected for an interview will be contacted. Consideration for Support Staff and Academic positions will be given to internal employees in accordance with the respective Collective Agreements

Equity, Diversity, and Inclusion

Humber College is committed to a workforce that reflects the diversity of our students and our city. We actively seek Indigenous Peoples and individuals from equity-deserving groups with demonstrated skills and knowledge to deal with all aspects of equity, diversity and inclusion in a post-secondary environment.

Accommodation

Humber College is committed to accommodating applicants with disabilities throughout the hiring process, in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Our Talent Acquisition Advisors will work with applicants requesting accommodations at any stage of the hiring process. This document is available in alternate formats upon request.

Anti-Discrimination Statement

At Humber College, all forms of discrimination and harassment are prohibited. Students and employees have the right to study, live and work in an environment that is free from discrimination and harassment. If you need assistance on concerns related to discrimination and harassment, please contact the Centre for Human Rights, Equity and Inclusion <http://hrs.humber.ca/human-rights-equity-diversity.html> or the Office of Student Conduct at studentconduct@humber.ca