



**Deny the ordinary.**

Do extraordinary things at Portage College.

## **Business Development Officer**

Continuing Education

**Location:** Lac La Biche campus

**Position type:** Full-time continuous

**Salary:** Under review

**Job number:** 16-BDO-21-PC

**Posting date:** May 29, 2017

**Closing date:** We will begin reviewing resumes on June 9, 2017

### **ABOUT THE POSITION**

Portage College's Continuing Education is hiring a Business Development Officer to be pro-active in the marketing, development and management of courses and programs that fit within ConEd's mandate. Key responsibilities include:

#### **Developing and delivering ad hoc training based on a cost-recovery method**

This includes working with Deans and Coordinators in the College to deliver credit and non-credit training. You will also develop proposals, contracts and training plans for courses and program delivery, manage the delivery and evaluation of courses and programs, and prepare reports as required by funding agencies and the College. This position also maintains necessary supplies, equipment and student manuals, and assists with student recruitment, admission and records.

#### **Create an awareness of Portage College and the role Continuing Education serves**

As a Business Development Officer, you will liaise and provide educational leadership to communities, business and industry by assessing their needs and assisting them in developing their training plans. As such, you play a key role in promoting the College to the community, businesses and industry and assist in creating partnerships with various funding sources. You will be responsible for developing promotional material and act as an ambassador for the ConEd department and the College.

#### **Coordinate human resource management for ad hoc programming**

An important part of this position is to recruit, hire and monitor a multitude of contract instructors. As the Business Development Officer, you will create and monitor fee-for-service contracts, provide instructional support as necessary, schedule instructor training dates and provide continuous working direction to administrative support staff in the department.

## **QUALIFICATIONS AND EXPERIENCE**

- Bachelor's degree or diploma in Business or Marketing. Equivalencies may be considered.
- Demonstrated entrepreneurial attitude and strong administrative and organizational skills.
- Ability to make sound decisions based on knowledge of College policies and procedures, as well as judgement.
- Strong knowledge of businesses and industry in areas we serve.
- Proficient in proposal writing, financial management and planning.
- Excellent verbal and written communication skills.
- Ability to work under strict deadlines and display keen problem-solving skills.
- Must be self-directed and able to prioritize workload with little or no supervision.
- Strong computer skills.
- Valid Class 5 driver's license.

## **ABOUT OUR COLLEGE & WORKING HERE**

Portage College has been serving the region for nearly 50 years and is a first choice post-secondary institution for learners in northeast Alberta. You will find that we are a college that combines quality with innovation. In fact, Portage College is considered a leader when it comes to providing students with a flexible first-class educational experience. We offer a wide range of programs in business, health and wellness, human services, university studies, food sciences, trades and technical, native arts and culture, and in academics for career and education.

As an employee at the College, you will benefit from generous paid time off, participation in the College pension plan, excellent health and dental benefits, and access to a strong professional development fund that allows employees to grow and develop professionally by taking college or university courses, or attending conferences or workshops. Our employees' dependants can also apply for tuition bursary discounts if they enroll in a program at Portage College.

## **HOW TO APPLY**

Portage College is committed to building a skilled, diverse workforce reflective of Canadian society.

If you have the right qualifications, experience, and motivation to do extraordinary things at Portage College, we would love to hear from you. Email your cover letter and resume to [hr@portagecollege.ca](mailto:hr@portagecollege.ca). If you have any questions, call us at 780-623-5747.

Please note we don't accept third-party resume and cover letter submissions.

The College appreciates the interest of all applicants, however, only those selected for an interview will be contacted.