



## **GPRC**

Grande Prairie Regional College (GPRC) is a comprehensive community institution, established in 1966 in Grande Prairie. Our stewardship region includes campuses in Fairview and Grande Prairie. GPRC offers a wide variety of credit and non-credit career certificates and diplomas, pre-employment and apprenticeship trades, university transfer studies, and several opportunities for on-campus degree completion through collaborations with four-year universities. As an educational facility in northwestern Alberta, GPRC helps meet the cultural, recreational, athletic and conferencing needs of the region in partnership with community and regional stakeholders. GPRC is dedicated to providing learners with access to high quality and diverse lifelong learning opportunities, and to the responsible educational, fiscal and environmental stewardship of resources.

## **The Role**

Reporting to the Registrar, the Curriculum and Articulation Coordinator works closely with Faculty, Chairs, and Deans to establish new and enhance existing articulation/transfer agreements with other post-secondary institutions in Alberta and across Canada. The position serves the goal of increasing enrollment, improving student pathways and retention, and supporting student success. Areas of responsibility include:

- providing support to Faculty, Chairs, and Deans throughout the curriculum development and approval process.
- supporting the preparation of proposals for new and revised courses and programs, as well as accreditation applications and cyclical reports.
- ensuring educational standards, policies, and approved procedures are followed in all articulation and curriculum development activities at GPRC.
- monitoring and reviewing articulation/transfer agreement timelines, revise/update records of existing agreements, and add new agreements.
- establishing and maintaining relationships with internal and external partners to promote awareness of articulation/transfer agreements.
- conducting research of articulation programs in place at other post-secondary institutions and determine which opportunities should be further examined.
- collecting data to regularly track and report on key performance indicators related to articulation, transfer credit, and pathways.
- collaborating with Communications and Marketing as well as Recruitment to ensure all promotional material targeting current and prospective students includes current and accurate articulation/transfer agreement information.
- supporting initiatives related to new program development and, when possible, ensure alignment with student success initiatives.
- coordinating consultation with internal and external stakeholders prior to submission of requests to Curriculum Committee and ensure that relevant policies and procedures are strictly followed.
- Work collaboratively with departments to support the preparation of accreditation applications and cyclical reports, particularly sections related to articulation/transfer agreements and curriculum components.



- Evaluate new/revised course and program proposals with a focus on both anticipated and unanticipated impact on current accreditation and future accreditation opportunities.
- Perform other duties as assigned by the Registrar.

### **What We Offer**

GPRC offers lifelong learning opportunities through professional development/wellness programs, a competitive salary and compensation package and a student centered culture that is vital to our community. Join our team, grow with us and connect your skills and abilities to our vision, mission and values.

### **Job Requirements**

The successful candidate will have a bachelor's degree in Education, Social Science or related field and 2 years directly related experience. A combination of education and experience will be considered.

Necessary skills and attributes to be successful in this role include:

- knowledge of Alberta's reporting systems, including Provider and Program Registry System (PAPRS).
- proficiency in Microsoft Office suite, Zoom, student information systems and the ability to adapt quickly to new technologies;
- strong organizational and multi-tasking skills;
- excellent facilitation and presentation skills;
- proven experience in project management;
- excellent communication and interpersonal skills;
- strong problem-solving, decision making and critical thinking skills;
- ability to work as part of a team and take the initiative independently;
- ability to build strong relationships across the organization; and
- a high level of integrity, confidentiality, professionalism and accountability.

### **How to Apply**

Only applications received electronically via the GPRC website will be considered.

All job postings close at 11:59pm on the specified posting date.

We review all applications to select candidates whose qualifications and experience most closely meet our needs.

Only applicants selected for interviews will be contacted. For general inquiries, please contact HR at [humanresources@gprc.ab.ca](mailto:humanresources@gprc.ab.ca).

***Thank you for applying to GPRC!***