

Program Coordinator, Expressive Arts

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The Haliburton School of Art + Design is seeking a Coordinator for the following program:

Program
Effective Date
End Date

Expressive Arts
April 22, 2019
June 14, 2019

The responsibilities primarily are to provide leadership, support and advocacy for the program and to serve as the primary contact for students with respect to learning opportunities.

Specific responsibilities for the Program Coordinator role are available on the HR website at <https://department.flemingcollege.ca/hr/attachment/6818/download>

Qualifications:

The ideal candidate will possess knowledge of the specific program area(s), as well as strong interpersonal, negotiation, facilitation, team building and organizational skills.

Remuneration will be release time/complementary hours, plus a one-step coordinator allowance paid bi-weekly. Full-time faculty may convert the stipend annually to an additional 3 hours release time upon discussion with and the approval of the Chair. Complementary hours for contract faculty will be paid at the minimum partial load non-teaching rate or their partial load hourly teaching rate divided by 2.17, whichever is greater. The number of complementary hours/release time will be based on the following for semesters where there are students:

Number of Students
Complementary Hours/Release Time

Up to 100
7 hours

101 to 175
9 hours

176 to 250
11 hours

251 to 325
13 hours

326 to 400
15 hours

Where a Program Coordinator is required during the summer months or during semesters where there are no students, Program Coordinators will receive 4 hours as the baseline release. The Standard

Release time (as outlined above) will apply for Coordinators having students during the summer semester.

Only 1 person may hold a Coordinator position; the role cannot be split.

If a person is the successful candidate for more than one posted Coordinator positions, s/he will receive the appropriate release time/complementary hours plus the stipends for **each** posted position.

Please note that although all interested faculty are welcome to apply, full-time bargaining unit members will receive first consideration for Coordinator positions, followed by employees who have been partial load within four months prior to the posting.