



Saskatoon Seniors Continued Learning (SSCL)

Program Manager

Non-Credit University Courses

The Program Manager works with the Board for organizing Non-Credit University Courses for Seniors. This is a part-time “contract for services” where you provide your own office space, equipment, and work independently.

1. **Liase:**

- a. Annual President’s Lecture Series: Liaise and collaborate with the President of the University of Saskatchewan to develop a theme and secure speakers for the annual President’s Lecture Series.
- b. Classroom space & technology: Ensure SSCL partnership with Arts and Science provides appropriate classroom and technology.
- c. Course proposals: Solicit, review and recommend proposals from qualified university level instructors.

2. **Administration:**

- a. Engage Skilled Instructors
 - i. Support instructors
 - ii. Principal contact point
- b. Coordinate Contracts/payments
- c. Calendar, poster, web page, Amilia and Zoom
 - i. Prepare and manage each term’s calendar and poster from approved courses.
 - ii. Update web page
 - iii. Set up courses in Amilia and Zoom
 - iv. Manage SSCL’s general email, membership emails, phone messages, shared drive and post office box.
- d. Initiate a social media presence and newsletter.

Qualifications:

- Excellent Communication & Computer skills
- Strong Organizational & Time Management Skills
- Experience with shared drives, registration programs, Zoom, Course Calendars, Newsletters and social media

Preference:

- Undergraduate university degree
- Alumni of the University of Saskatchewan
- Similar experience

Time:

This is a three-year contract.

Please send a quote for your services with your detailed experience.

Send to: PastChair@Saskatoonseniors.onmicrosoft.com

Application Deadline: February 17th, 2025

Position Start: April 1st, 2025