

**Corporate Project Specialist (CTN 201900289)**

**Corporate Training Solutions**

**Location:** London

**Employment Group**: Support

**Pay Details:** $29.00 per hour

**Type of Position:** Initiatives/Opportunities

**Closing Date:**  Open Until Filled

**Note:** This is an Initiatives/Opportunities full-time position ending November 18, 2020 with the possibility of an extension up to a maximum of 24 months.

**Duties:** Under the direct supervision of the Senior Manager, Strategic Initiatives and Business Development, the Corporate Project Specialist is responsible for operationalizing all special projects [e.g. Specialized High Skill Major (SHSM), Leadership Experiences] and partnership deliveries. The incumbent provides support for partners and facilitators in order to ensure the successful execution of joint initiatives. The incumbent works collaboratively with various Associate Deans and Managers across the College as well as other internal/external stakeholders related to the specific projects.

**Qualifications:**

* Post-secondary 3 year diploma/degree in Education, Adult Education, Business or equivalent
* Minimum 5 years of experience coordinating projects or facilitating client relationships is required
* An equivalent combination of education and/or experience may be considered; preference will be given to applicants meeting the education requirements
* Demonstrated computer skills related to Microsoft Office Suite
* Superior written and oral communication skills, including editing work of others
* Strong attention to detail and ability to work independently
* Excellent interpersonal, organization, research, and analytical and skills required
* Diplomatic skills and comfort in interacting with a range of audiences
* Professional certification in Project Management preferred
* Experience working in an higher education environment is an asset
* Teaching and curriculum development experience is preferred

**While transcripts are not required for the interview, they are mandatory prior to any offer of employment.**

**How to Apply:**

For more information and how to apply, please visit the Fanshawe College website at: [**https://jobs.fanshawec.ca/applicants/jsp/shared/Welcome\_css.jsp**](https://jobs.fanshawec.ca/applicants/jsp/shared/Welcome_css.jsp)

We thank all applicants for their interest; however, only those chosen for an interview will be acknowledged.

**Fanshawe College is an equal opportunity employer.  We are committed to equity, value diversity, and welcome applicants from diverse backgrounds.**

**Fanshawe College provides accommodations to job applicants with disabilities throughout the hiring process. If a job applicant requires an accommodation during the application process or through the selection process, the hiring manager and the Recruitment Coordinator leading the recruitment will work with the applicant to meet the job applicant's accommodation needs.**