



Oulton College was established in 1956. For over six decades, we have been helping students succeed in achieving their career goals. We are a leader in post-secondary education in Atlantic Canada, driven by its commitment to student success.

We are seeking dedicated individuals who are eager to make a lasting impact in students' lives while helping them launch successful careers. We offer training in four faculties: Health Science, Business, Human Services, and Information Technology.

Recently, Oulton College became the first private college to become a degree-granting polytechnic university college in the province of New Brunswick.

Oulton College is currently experiencing an impressive growth phase, and we expect that to continue into 2025-26. If you have a genuine passion for student success and are seeking a fulfilling career in the education sector, we encourage you to explore the possibilities of joining our team at Oulton College.

Position Summary

We are seeking a full-time Program Coordinator for our Primary Care Paramedic Program. This position involves classroom and lab instruction, and reports to the Program's Education Manager. The Program Coordinator will oversee daily program operations, ensuring smooth implementation, coordination, and instruction delivery. Key responsibilities include maintaining regulatory compliance and accreditation standards in collaboration with the manager/director. This role also involves comprehensive program coordination, from orientation through preceptorship, with support from a Clinical Coordinator.

Key Accountabilities

Sample of operational responsibilities:

- Overall coordination within programs
- Responsible for all didactic reporting, including grade reports for official transcripts
- Anticipate and report needs in programs (teaching needs, classrooms, labs)

- In collaboration with Education Manager, ensure yearly program review and curriculum review

Sample of teaching responsibilities (but not limited to):

- Teaching, monitoring and evaluating students
- Monitor student success with regular feedback on progress.
- Record-keeping, professional development, monitoring recording attendance

Education & Experience

- Be licensed under the Paramedic Association of New-Brunswick as a Primary Care Paramedic or Advanced Care Paramedic
- A graduate of an accredited education program
- Have at least 3 to 5 years of experience working as a Paramedic
- Enjoy the experience of teaching, learning, class/lab planning, feedback for professional growth
- Strong communication skills - an ability to establish and maintain relationships with stakeholders
- Experience in program accreditation and quality assurance programs is an asset
- Bilingualism in French and English and experience in an academic environment will be considered assets for this position.

Benefits

- Annual salary competitive with industry standard
- Paid annual licensing fees, uniform allowances
- Professional development opportunities and financial support for continuing education
- Employee health benefits (50/50 co-pay with employer)
- Group Retirement Savings Plan with employer contribution matching
- Set Monday-Friday work schedule.

- Positive and supportive work environment
- Opportunities for professional advancement