



THE COUNCIL OF MINISTERS OF EDUCATION, CANADA (CMEC), a national intergovernmental agency located in central Toronto, is recruiting for the following position.

**COORDINATOR
POSTSECONDARY EDUCATION**

Full-time position

Current salary range: \$89,533 – 105,607 + full benefits package + pension arrangements

The Postsecondary Education Unit of CMEC is involved in a variety of issues related to the provision of tertiary education in Canada including, among others, institutional capacity, quality assurance, accessibility, credit transfer, e-learning, and the indirect costs of research. Further information on the unit may be found at www.cmec.ca/postsec.

WE OFFER

- a competitive salary
- a pleasant and supportive work environment
- the opportunity for professional growth and development

YOU MUST POSSESS

- command of English and French, both written and spoken
- excellent project management skills
- highly developed networking and negotiating skills
- the ability to manage a small team
- superior interpersonal skills
- highly developed decision-making and problem-solving abilities
- knowledge of, and sensitivity to, intergovernmental relations
- computer literacy

PREFERENCE WILL BE GIVEN TO CANDIDATES WITH ONE OR MORE OF THE FOLLOWING:

- knowledge of postsecondary education in Canada
- teaching experience
- senior-level experience in education administration

Send your covering letter and resumé to the address below.

Deadline: November 30, 2007

Coordinator, Administration and Communications
Council of Ministers of Education, Canada (CMEC)
95 St. Clair Avenue West, Suite 1106
Toronto, ON M4V 1N6
Fax: 416.962.2800
E-mail: r.chow@cmec.ca
Web: www.cmec.ca

We wish to thank all candidates for their interest in this position. Only those who are selected for an interview will be contacted.

CMEC is an equal opportunity employer.