



Bachelor of Education French Specialization Coordinator (Part time)

ABOUT ST. MARY'S UNIVERSITY:

Our Vision: To be the preeminent Catholic University in Canada, known as a centre of academic excellence providing a vibrant and engaged student experience that prepares authentic leaders committed to the service of others.

Our Mission: Open to all and grounded in the [Catholic Intellectual Tradition](#), St. Mary's University educates the whole person to inspire and empower tomorrows engaged, global citizens for the future.

Our Values: As a Catholic community, we value being Welcoming and Serving of all, Academic Excellence and Faith.

As an independent Catholic university in Canada, with a strong emphasis on liberal arts and sciences, St. Mary's University prepares its students to live with integrity, compassion and confidence while embodying a compassionate commitment to ethics, social justice, and respect for diversity of opinion and belief. St. Mary's is focused on developing the whole person: mind, body and spirit. For more information about St. Mary's and our Strategic Plan, visit <https://stmu.ca> and <https://stmu.ca/about-us/strategic-plan/>

ABOUT THIS OPPORTUNITY:

This is an exciting part-time opportunity (5-8 hours per week) for a certified teacher with French fluency to coordinate the Bachelor of Education French Specialization program. The key impact of this role is to work alongside full-time B.Ed. staff to ensure the successful implementation of the B.Ed. French program for existing students, coordinate student recruitment and retention efforts, and develop a sustainable 5 year program plan.

Main responsibilities for this position will include:

- Supporting the Dean of Education and Area Chair in program planning and further development of the French Specialization within the Bachelor of Education program.
- Recruiting French speakers into the B.Ed. French Specialization.
- Supporting the Dean of Education in preparing and tracking budget spending related to the French Education Specialization program.
- Develop grant proposals to support French programming on campus
- Planning our annual French partnership event
- Maintaining partnerships with French Immersion and Francophone schools to support the Director of Practica in securing practicum placements in French language classrooms.

APPOINTMENT/TERM DATES: September 2026- August 2027

QUALIFICATIONS

- Must be fluent in English and French (please provide DELF B2 achieved within the past 5 years or equivalent).
- Minimum of 5 years of teaching experience in a French language K-12 Canadian classrooms required.
- Masters of Education degree or higher.
- Experience with educational program planning and budgeting required
- Must have exemplary professional communication and organizational skills.
- Understanding of the Neurolinguistic Approach to French language instruction is an asset.
- Experience working in a post-secondary institution is an asset.

VALUES & ATTRIBUTES:

- Alignment with institution values and strategic plan pillars.
- Upholding core competencies associated with the institution's four pillars.



- Ability to promote, or at least respect, the institution's Catholic mission and identity
- Ability to foster equity, diversity, and inclusion, as well as Truth and Reconciliation.
- Upholding the Alberta Education Code of Conduct for Teachers and Teacher Leaders.
- Alignment with Alberta Education Teaching Quality Standards.

OUR COMMITMENTS:

St. Mary's University is committed to Indigenous Truth and Reconciliation. Our land acknowledgement and Indigenous initiatives information can be found at <https://stmu.ca/campus-life/indigenous-initiatives/>. St. Mary's University is an equal opportunity institution. We hire on the basis of merit and are passionate about building and sustaining an equitable and welcoming campus environment where diversity in all areas is celebrated and valued. If you require support services or accommodations during any stage of the recruitment process, please include this in your application. All requests will be handled with the utmost confidentiality.

APPLICATIONS:

Please email application packages to Human Resources at careers@stmu.ca in one .pdf formatted document with the Subject Line of: **"Bachelor of Education French Specialization Coordinator" by August 9, 2026**. Note: interviews will be ongoing, and the position may be filled prior to the closing date. All applicants must submit a cover letter with salary expectations, resume, DELF certificate (if applicable) and contact information of three most recent supervisors and/or written letters of recommendation. Previous employees should submit an updated resume and updated credentials if applicable.

*We encourage all qualified applicants to apply. Canadian citizens, permanent residents and others currently legally authorized to work in Canada will be given priority. We thank all applicants for their interest. However, only those applicants being interviewed will be contacted. **No phone calls please.***