Program Administrator - OA5 (AESES)

Department of Family Medicine
Rady Faculty of Health Sciences

Position number: 38097
Date posted: November 10, 2026

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Job details

Program Administrator - OA5 (AESES)

New Regular Continuing Full-Time (Budget Funded)

Full-time:	Yes
Permanent:	Yes
Work schedule:	35 Hours/week (Monday to Friday, 8:30 am to 4:30 pm)
Salary:	$26.62 to $36.41 per hour ($48,448.40 to $66,266.20 per annum)
Expected Start Date	January 11, 2026
Trial/Probation period:	840 hours worked

For more information please contact: Ayo Adeniji - Ayotunde.Adeniji@umanitoba.ca

This position will support sites distributed across Manitoba's northern health region. Preference will be given to candidates located within Northern Manitoba. Candidates are encouraged to identify their location within their application.

Indigenous applicants (First Nations, Inuit, and Métis) are strongly encouraged to apply and self-declare Indigenous identity.

Qualifications

MINIMAL FORMAL EDUCATION REQUIRED:

- Completion of a formal training program in a related discipline from a recognized institute plus four years of directly-related experience.

EXPERIENCE:

- Experience using Curriculum Management System is required.
- Experience working in a University and medical education environment with knowledge of University policies and procedures is preferred.
- An acceptable equivalent combination of education and experience may be considered.

SKILLS AND ABILITIES:

- Strong knowledge of University, Medical Education, and Hospital functions, policies and procedures is required.
- Competence in advanced features of a spreadsheet/database application, sharing data between applications and creating and editing reports is required.
- Demonstrated proficiency, at an intermediate level, in the use of Windows and Microsoft Office Applications is required.
- Demonstrated experience in curriculum management systems is required.
- Must effectively complete tasks, handle multiple priorities and complex administrative processes independently and in conjunction with others.
- Excellent communication skills; organization skills; problem-solving skills and conflict-resolution skills are required.
- Ability to assess situations and determine appropriate action is required.
- Ability to demonstrate tact, diplomacy and professionalism at all times is required.
- Ability to coordinate workflow, identify processes requiring improvement and recommend modifications to improve efficiency is required.
- Ability to contribute effectively to the department strategic plans and goals and objectives of the team is required.
- Ability to work in harmony with others and provide assistance to staff, learners and the public is required.
- Ability to develop and maintain professional working relationships is required.
- Attention to detail and accuracy of same is required.
- Ability to identify and maintain confidential information is required.
- Familiarity taking minutes is required.
- A satisfactory work record, including satisfactory attendance and punctuality, is required.

Key responsibilities

All support staff within the Department of Family Medicine are expected to:

- Act as a point of first contact for learners and the public; be able to handle simple questions or requests independently and know when to refer issues on to a faculty member or to senior administrative staff.
- Develop and maintain strong working relationships with other staff inside the department and with key stakeholders outside the department.

- Be skilled at typing, filing, and preparing minutes.
- Be able to update the relevant web-based applications/electronic Curriculum Management System (e.g. Entrada) with current information for the residents and faculty members they suppor
- Provide information for departmental communications.
- Have an awareness of basic UM financial duties — prepare travel claims, preceptor payments, purchase requisitions, etc.
- Participate in accreditation, quality improvement projects, search committees, and CARMS.
- Have the ability to maintain confidentiality.
- Assist in special projects (consistent with the skill set identified in this job description) on short notice, as determined by departmental priorities

The job duties specific to this position are as follows:

Scheduling, Coordinating and Monitoring Individual Educational Experiences & Activities/Training Requirements:

- Develop and track individualized schedules, educational activities and curricular requirements for learners across program areas: UGME, PGME, MPAS, MLP-IMG (Schedules must meet training requirements, accreditation requirements and individual learning needs as prescribed by the supervising faculty and key deadlines for registration, examinations, etc.) in liaison with designated individuals in other departments, programs, clinics and communities/sites
- Coordinate, manage and distribute daily and call schedules for learners.
- Responsible for the creation and updates of the master rotations schedule involving independently scheduling with an extremely high level of complexity and working closely with Program Director(s), PGME Stream Education Directors, Site Distributed Medical Education (DME) Leads and other required individuals towards decisions on rotation changes and updates.
- Works with required individuals to coordinate rotations and educational activities which entails setting budget, monitoring expenses, making travel arrangements, paying preceptor and learners expenses, ensuring accommodations etc.
- Coordinates and disseminates assessments and evaluations and required reports following the Family Medicine, PGME/UGME/MPAS/MLP-IMG, Max Rady College of Medicine and Rady Faculty of Health Sciences polices, processes and procedures, including follows up on pending/outstanding assessments and evaluations.
- Informs the Program Director or PGME Stream Education Director in a timely manner when residents/learners have not successfully completed a rotation, or when significant performance issues or other concerns identified.
- Participates with faculty/preceptors in regular reviews of learners progress as a contributing member and follows up on action items as required.
- Maintains all required information in the electronic Curriculum Management System (i.e. Entrada).
- Coordinates and organizes the educational activities and curricular requirements for learners and preceptors (i.e. Academic Day, Journal Club, PEARLS, RORPs,

Primary Care Practice sessions, Case Discussions, In-Unit, Guideline Review, learners mandatory courses, learners orientation and other specific education activities, etc.) working with the Program Director or PGME Stream Education Director(s) and other required personnel.
- Organizes or assists with a variety of events/activities (i.e. orientation, site activities, faculty development sessions, meetings, presentations, retreats, etc.)

Administrative Support and Resources to Program, Learners, Faculty, Staff, Teams, Department & External Partners:

- Provides administrative support and acts as a primary source of information for Program Directors, PGME Stream Education Director(s), Site DME Lead(s), Family Medicine Residency Program, residents. learners and Faculty on day-to-day educational questions and supports (including but not limit to: answering questions, providing information/resources, seeking information as required, redirecting enquiries as appropriate, attending required meetings, follows up on matters arising from meetings when necessary).
- Provides administrative support during the CaRMs process.
- Organizes, provides administrative support and various Committee meetings and other required meetings.
- Participates in Residency Program Committee Meetings and other required meetings.
- Maintains complete and confidential residents' and learners files.
- Assists in all matters related to the appointment, reappointment, and completion of training and completes required forms as per processes.
- Organizes and verifies all learners' time-off requests and other requests and required forms as per processes.
- Assists other faculty members in the teaching unit with administrative support regarding learners issues.
- Liaises with other Family Medicine Programs, Streams, Sites, Teams, Staff, other departments/programs, various clinics, educational sites, PGME/UGME/MPAS/MLP-IMG, Max Rady College of Medicine, Rady Faculty of Health Sciences and other external partners for academic and educational activities and enquires when required.
- Responsible for ensuring the compliance with the PARIM Collective Agreement, Family Medicine, PGME/UGME/MPAS/MLP-IMG, Max Rady College of Medicine, Rady Faculty of Health Sciences and University of Manitoba polices, processes and procedures.

Operational Support & Other duties as assigned:

- Provides support and participates in the accreditation process and activities.
- Provides support and coverage when needed.
- Contributes to the Program/Department policies, procedures, newsletters and other materials when required.

Remote Role & Travel Requirement:

- This role will require a remote work environment to start. This requirement is subject to change in the future.
- Occasional travel across Manitoba to distributed education sites is required.
- Travel is essential to maintain relationships, ensure quality oversight, and support program integration.
- May support other regions as necessary.
- May be required to perform related duties not exceeding skills and capabilities when required.

Additional information

The University of Manitoba is committed to the principles of equity, diversity & inclusion and to promoting opportunities in hiring, promotion and tenure (where applicable) for systemically marginalized groups who have been excluded from full participation at the University and the larger community including Indigenous Peoples, women, racialized persons, persons with disabilities and those who identify as 2SLGBTQIA+ (Two Spirit, lesbian, gay, bisexual, trans, questioning, intersex, asexual and other diverse sexual identities).

If you require accommodation supports during the recruitment process, please contact UM.Accommodation@umanitoba.ca or 204-474-7195. Please note this contact information is for accommodation reasons only.

Application materials, including letters of reference, will be handled in accordance with the protection of privacy provisions of "The Freedom of Information and Protection of Privacy Act" (Manitoba). Please note that curriculum vitae will be provided to participating members of the search process.

Please note that applications must be submitted via the UM job posting site.