

**TITLE: Admissions/Marketing Services Assistant  
(Part Time)**

**LOCATION: Main Campus, Belleville**

**DEPARTMENT: Enrolment Management**

**POSTING DATE: March 10, 2010**

**CLOSING DATE: March 17, 2010**

**PAYBAND: E**

**SALARY: \$19.86 – \$23.02**

**HOURS: 24 hrs / wk**

**START DATE: ASAP**

**COMPETITION #: PTS10 - 06 N**

**Position Summary:**

The incumbent performs a range of administrative and clerical functions to support the Registrar/Admissions and the Manager, Marketing Services.

**Specific duties and responsibilities:**

- As a key liaison reporting jointly to both Admissions and Marketing Services, assesses and resolves issues and requests by providing general and specific information in response to in person, telephone and e-mail inquiries or re-directing these to appropriate individuals or departments.
- Performs a range of administrative activities that support the delivery of departmental programs and services such as maintaining media files, compiling news clippings, monitoring Loyalist social media, performing web end user testing and coordinating Admissions Council meetings.
- Prepares and processes correspondence, compiles and prepares a variety of reports, maintains departmental databases, files and records, processes financial and/or budgetary information, maintains supplies, manages schedules.
- Reports all HRIS-related time for department staffing. This involves attendance tracking and processing all related forms, as appropriate.
- Participates in a variety of project-related activities within the two departments by performing project management tasks and providing research and analysis.

**Qualifications:**

- Completion of a two year diploma in business, marketing or office administration, or equivalent combination of relevant education and experience.
- At least three years of experience in a business/office environment providing administrative support and excellent customer service.
- Strong administrative skills, a high level of computer proficiency in a variety of software including word processing, data management and internet applications and an ability to perform basic accounting functions and use spreadsheets.
- Demonstrate project management skills.
- An ability to work both independently and as part of a team.
- Strong analytical skills, a strong orientation for detail and concern for accuracy, and effective communication skills, both written and oral.
- Excellent organizational ability to complete a high volume of work efficiently and effectively.

TO APPLY: Please send a covering letter and a resume to:

Human Resources Services, Loyalist College, P.O. Box 4200, Belleville, ON, K8N 5B9  
Fax: (613) 966-5140 e-mail: [humanr@loyalistic.on.ca](mailto:humanr@loyalistic.on.ca)

**We thank all applicants, however, only those selected for an interview will be contacted**