

LOYALIST Of Applied Arts COLLEGE & Technology

We seek outstanding individuals to join our dedicated support staff team. Become a part of our diverse Loyalist team, creating brighter futures, greater prospects and endless possibilities!

TITLE:	Office Coordinator, Centre for the Advancement of Teaching and Learning (5-month Temporary Assignment)	PAYBAND:	G
LOCATION:	Main Campus, Belleville	HOURS:	35 hrs/week
DEPARTMENT:	Centre for the Advancement of Teaching and Learning (CATL)	SALARY:	\$30.18-34.98
POSTING DATE:	October 22, 2021	START DATE:	ASAP
CLOSING DATE:	October 31, 2021	COMPETITION #:	PTS21-29R

OFFICE COORDINATOR, CENTRE FOR THE ADVANCEMENT OF TEACHING AND LEARNING:

Reporting to the Chair, Digital Learning, the Office Coordinator, CATL provides administrative support including working with sensitive and confidential information, leading establishment and redesign of office systems/routines/processes, maintaining databases, and coordinating departmental schedules, meetings and activities. The incumbent plays a key role in supporting both internal and external departmental communication strategies and acts as a resource for coordinating departmental events, including webinars and conferences, using both traditional and virtual conferencing tools and strategies. In addition, the Office Coordinator provides online and learning technology supports where required to support digital learning.

RESPONSIBILITIES:

- Provides administrative support for CATL leadership and team
- Works with sensitive and confidential information
- Maintains department and program files
- Leads establishment and redesign of office systems/routines/processes necessary to accommodate evolving unit priorities and initiatives
- Sources, assembles, organizes and produces materials and information for reports, meetings and presentations. Administrates meetings including minutes for Chair, Dean, and team
- Coordinates outlook calendar for all departmental activities as well as schedules and meetings for Chair, Dean, and team members
- Liaises and communicates with all departments within the College relating to CATL matters, including providing information and data

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- Coordinates departmental production of content for internal and external facing marketing materials, including website, twitter, email and print/digital publications and acts as liaison with marketing and communications and/or other departments for such activities
- Provides administrative and virtual/physical event management support for CATL events, such as workshops and conferences
- Maintains information compiled for budgets and related cost centres
- Maintains a variety of accurate and current databases
- Compiles registration activity reports and departmental statistics as requested
- Provides general and specific information regarding online learning, teaching & learning activities and events as well as program information in response to inquiries from students, staff, and the general public
- Provides general technical support to students, staff and faculty with regard to learning technologies including LMS,
- Collects and inputs faculty and support staff payroll and attendance data into HR system, including tracking

QUALIFICATIONS:

- Completion of a two (2) year diploma in Business, Office Administration, Education or Communications
- A minimum of three years' experience providing administrative support to management with superior organizational, time management, and analytical skills
- Experience in an educational environment considered an asset
- Experience using a variety of learning management systems with the ability to provide basic student and faculty support
- Demonstrated experience using a variety of traditional and virtual communication tools and strategies to effectively collaborate with internal and external audiences
- Experience supporting distance students and/or programming considered an asset
- Awareness of adult learning principles considered an asset
- Advanced skill using MS Word and Excel
- Excellent proven problem-solving skills
- Demonstrated ability to work both as part of a team and individually with minimal supervision
- High degree of initiative in providing action and expediency

TO APPLY: Applications **must** be submitted **quoting the competition #PTS21-29R in the email subject line.** Please send a covering letter and a resume in MS Word or PDF format to:

People and Culture
E-mail: peopleandculture@loyalistcollege.com

Posted in accordance with Article 17.3 of the Full Time Support Staff Collective Agreement

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Loyalist College is committed to creating a safe and healthy campus for all staff and students. Effective November 1, 2021 all staff and students who visit, work or study on campus must be fully vaccinated. An individual is considered fully vaccinated fourteen (14) days after the administration of the second of two Health Canada approved vaccinations. Exemptions for medical or religious/creed reasons under the Human Rights Code must be obtained through Loyalist's formal exemption process. For more information on Loyalist's Vaccination Policy and Exemption Forms please visit [COVID-19 Information Centre : Loyalist College](#)

Please note: Following an offer of employment, candidates with Canadian credentials will be required to provide official transcripts from the granting educational institution(s); candidates with international credentials must provide World Education Services (WES) www.wes.org/ca evaluation (at their own cost) confirming Canadian equivalency of their credentials.

Loyalist is committed to promoting a diverse and inclusive college community. We encourage and welcome applications from marginalized and equity seeking groups. Loyalist College is committed to accommodating applicants with disabilities throughout the hiring process. If you have accommodation needs, please inform us as soon as possible by sending an email to peopleandculture@loyalistcollege.com.

<i>We thank all applicants, however, only those selected for an interview will be contacted</i>
