

# LOYALIST Of Applied Arts & Technology COLLEGE

*We seek outstanding individuals to join Loyalist College. Become a part of our diverse environment while creating brighter futures, greater prospects and endless possibilities!*

<b>TITLE:</b>	Retention and Events Coordinator	<b>POSITION:</b>	Temporary Part-Time (4 Months)
<b>LOCATION:</b>	Belleville, Ontario – Main Campus	<b>HOURS:</b>	24 hrs/week
<b>DEPARTMENT:</b>	Office of the Registrar	<b>COMPENSATION:</b>	\$24.33 - \$28.22
<b>POSTING DATE:</b>	March 28, 2022	<b>START DATE:</b>	A.S.A.P.
	<i>This role will remain open until filled</i>	<b>COMPETITION #:</b>	PTS22-08R

## **RETENTION AND EVENTS COORDINATOR:**

Reporting to the Registrar, the Retention and Event Coordinator is accountable for the development and implementation of retention activities, events, and services including the development, tracking, and reporting of activities, events and initiatives. Of significant importance, the incumbent is responsible for the coordination of Convocation events at main campus.

## **RESPONSIBILITIES:**

- Coordinates, implements, and assists with events and activities to support the Annual Retention Plan on behalf of the Academic sector
- Coordinates logistical elements for main campus convocation
- Reviews past events and data to identify gaps in services and trends to develop best practices to effectively support student retention
- Identifies effective strategies and future opportunities for activities that will positively impact retention targets
- Assists in the development of student surveys
- Provides communication and instruction on KPI activities
- Coordinates the tele-advising program aimed at student retention
- Prepares marketing requests to support the promotion of events, activities and feedback

## **QUALIFICATIONS:**

- Completion of a three (3) year diploma or degree in Business, Office Administration, Public Relations or related field
- A minimum of two (2) years' experience providing administrative and customer service support in a busy office setting. Experience in an educational environment considered an asset
- Experience in event planning, creation, and execution preferred
- Knowledge of post-secondary programs and other services offered by the College considered an asset for this role
- Advanced computer proficiency with a variety of word processing and data management programs
- Excellent communication skills to best support a variety of customers and needs; a student-focused individual, understanding, compassionate, and tolerant of a diverse set of stakeholder groups
- Excellent proven problem-solving skills
- Demonstrated ability to work both as part of a team and individually with minimal supervision

## **TO APPLY:**

Applications **must** be submitted **quoting the competition #PTS22-08R 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](mailto:peopleandculture@loyalistcollege.com)**

### **Posted in accordance with Article 19.1 of the Part-Time Support Staff Collective Agreement**

*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](http://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](mailto:peopleandculture@loyalistcollege.com).*

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