Position Title: Administrative and Student Affairs Coordinator

Hiring Unit: Faculty of Medicine, Gerald Bronfman Department of Oncology

Hours: 30 hrs/week

Hourly Wage: min 23.40$/hr, plus 4% vacation pay, plus 3.6% stat holiday pay

Duration: 4 Months

Date of Posting: August 21st 2018

Deadline to Apply: August 29th 2018

Job Summary
Under the direction of the immediate supervisor, provides administrative and secretarial support for administrative and student affairs activities. Participates in ensuring the smooth functioning of the unit's operations. Responsible for documents and files of unit. Acts as resource person for policies and procedures. Coordinates activities related to admission, examinations, registration and graduation. Advises students and resolves problems in relation to their files. Edits documents for grammar and accuracy. Administers unit accounts.

Main Duties & Responsibilities

1. Acts as resource person regarding academic and administrative policies and procedures. Resolves problems within area of responsibility. Consults relevant documentation and liaises with appropriate internal and external resource persons to obtain and provide information on diverse and complex issues.

2. Participates in ensuring the smooth functioning of the unit. Collects and presents factual information relating to area of responsibility, and recommends procedural changes to improve the effective functioning of the unit. Collaborates with supervisor and other staff in establishing work priorities. Follows-up on and ensures appropriate implementation of decisions made by supervisor.

3. Receives and provides detailed information and explanations to students. Controls enrolment in courses. Participates in the organization of admissions and registration. Prepares, examines and verifies admissions and registration files related to courses and programs. Completes and approves forms concerning course or program changes, interdepartmental or interuniversity registration, and residency and internship programs.

4. Advises students in relation to their files. Resolves problems. Ensures the application of academic regulations and deadlines. According to the needs of the unit, prepares residency rotation and other student activity schedules, contacting the necessary officials to coordinate and verify placement.

5. Compiles information, verifies and updates timetables and calendar entries. Coordinates submission to central scheduling system and acts as a contact person for the unit. Maintains a current file of courses, calendars, programs, students and graduates.

6. Organizes specific operations with regard to the start of the semester, loan applications, course and residency evaluation, and exam scheduling and invigilation. Prepares timetables and
schedules room bookings for unit. Prepares schedules and books exams for unit.

7. Schedules meetings, contacts participants and books meeting rooms. Assists with preparation of agenda. Attends meetings, takes minutes, and follows up on decisions within area of responsibility.

8. Coordinates arrangements for events such as symposia and conferences. Makes travel arrangements.

The list of duties and responsibilities outlined above is representative and not a complete and detailed list of tasks, which may be performed by an employee whose position has been matched to this generic job description.

### Education/Experience

- DEP (Secretarial/Office Systems)
- Four (4) years' related experience

### Other Qualifying Skills & Abilities

Must be client-focused and service-oriented, with a proven ability to interact with academics, residents and with staff of all levels. Demonstrated knowledge of the accreditation process an asset. Demonstrated ability to transmit and receive information accurately. Proven ability to listen and assist residents with problems. Demonstrated organizational skills, ability to prioritize and multi-task to meet regular deadlines and work under pressure. Proven ability to work independently and as a member of a team. Attention to detail and a demonstrated ability to proofread and edit correspondence and other material using appropriate spelling, grammar, and punctuation. Ability to take minutes. At ease in a PC environment using Microsoft Office programs and specialized databases, Minerva, Banner and One45 program. English and French, spoken and written.

### HOW TO APPLY

Please submit your application online at http://www.mcgill.ca/medhr/positions-available/apply-now Click on ‘APPLY NOW’, create your profile and apply to reference number: AMUSE 18-0821

McGill University is committed to equity in employment and diversity. It welcomes applications from indigenous peoples, visible minorities, ethnic minorities, persons with disabilities, women, persons of minority sexual orientations and gender identities, and others who may contribute to further diversification.