



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/07/27

ADMINISTRATIVE ASSISTANT, ACADEMIC (III)

Job ID	63942-2565	
Web Address	https://careers.indigenous.link/viewjob?jobname=63942-2565	
Company	McMaster University	
Location	Hamilton, ON	
Date Posted	From: 2024-07-18	To: 2050-01-01
Job	Type: Full-time	Category: Education

Description

Should the successful applicant be a Unifor Unit 1 bargaining unit member, who meets the eligibility conditions of Article 19.02 of the Unifor Unit 1 Collective Agreement, then the Limited Term Assignment will be defined as a Career Growth Opportunity in accordance with Article 19 of the Unifor Local 5555 Unit 1 Collective Agreement. Administrative Assistant, Academic (III) JD0677 Unit/Project Description: The Department of Health Research Methods, Evidence, and Impact (HEI) is currently welcoming applications for a full-time Administrative Assistant, Academic (III) to join our team! This is an excellent opportunity for an experienced administrative professional to join us in an essential support role for the Health Research Methodology (HRM) program in HEI. The Administrative Assistant, Academic (III) will have exposure to providing a full range of administrative support to students, faculty and staff of the HRM education program. Located within the Faculty of Health Sciences, the department was established in 1967 as Canada's first Department of Clinical Epidemiology and Biostatistics, now world renowned for its work and known as the Department of Health Research Methods, Evidence, and Impact (HEI). The department has achieved its international reputation by conducting quality clinical research through rigorous, scientifically valid research methods and application, in addition to its strong educational programs which have grown to include graduate programs in Health Research Methodology, Public Health, Health Policy and eHealth, graduate diploma programs in Clinical Epidemiology and Community and Public Health as well as the Public Health and Preventative Medicine Residency Program. Job Summary: Responsible for providing administrative support for an academic program or department. Plans and coordinates a variety of academic program or department events and activities and is also accountable for monitoring the graduate program budget and forecasting financial gains and shortfalls. Performs the duties of the position in accordance with established policies, procedures, and calendar of events. Responsible for ensuring adherence to quality standards and procedures for short-term staff. Key Purpose and Functions: Identify and analyze problems with the program and prepare recommendations for review and approval. Investigate questions and resolve problems concerning program, curricula, and admissions. Inform faculty of student eligibility for funding opportunities and discuss funding scenarios and scholarship options on a case-by-case basis. Advocate on behalf of students who require accommodations or non-standard arrangements with regards to funding and program requirements. Collect, analyze, assess, and summarize information relevant to the decision-making process and develop recommendations for final approval and implementation. Identify external funding opportunities and identify candidates in the program who meet the criteria for these competitions. Plan and coordinate a variety of events and activities such as seminars, workshops, and conferences. Create financial projections and make adjustments to the program budget throughout the fiscal year. Deliver a variety of academic program or department presentations. Review and process applications for internal and external scholarship competitions and program admission. Compile and distribute application and admission files for review by the Admissions Committee. Assess and summarize the qualifications of eligible applicants and ensure that all applications are complete. Provide updates to applicants about the status of their application. Coordinate and organize regularly recurring events such as registration, timetabling, room bookings, examinations, committee meetings, and course material requests. Monitor and review program registrations and liaise with other departments to process changes to student records and registration. Compile course information and update course calendar information. Apply standard mathematical skills such as calculations, formulas, and equations to perform routine calculations. Greet visitors, answer, or redirect general inquiries in person, by telephone and via email and respond independently to inquiries that are specific in nature and require a thorough knowledge of established policies and procedures. Provide program and admissions information to potential applicants,

students, and faculty. Act as a liaison between students and the various individuals and offices within and external to the department. Inform faculty of established procedures for exam preparation and grade submissions. Ensure that proper procedures are followed, and deadlines are adhered to. Ensure that there are no conflicts with student timetables and work with the appropriate office to resolve course conflicts. Monitor student course registration and provide electronic permissions to allow students to enrol in limited enrolment courses. Monitor budgets and reconcile accounts. Complete financial forms such as travel expense reports, electronic cheque requisitions, purchase orders and journal entries. Gather and compile the paperwork required to facilitate hiring and payment processes. Input financial and employee information required to process pay. Write a variety of documents such as correspondence, reports, and meeting minutes. Format, word process, edit, and proofread a variety of documents and materials. Gather and compile data and documentation for a variety of reports, memos, and program activities. Gather, assemble, and distribute documentation required for registration, course material, grade appeals, reinstatements, course overload and prerequisite permissions, and transfer credits. Collect, verify, and input data into a variety of spreadsheets and databases. Update and maintain information and content on websites and social networks. Coordinate the calendar of supervisor and resolve scheduling conflicts. Schedule and coordinate meetings including room bookings, agendas, catering and travel arrangements. Monitor and order office supplies. Source and obtain pricing information for office supplies and equipment. Set up and maintain filing systems, both electronic and hard copy. Classify, sort, and file correspondence, records, and other documents. Update and maintain confidential files and records. Handle sensitive material in accordance with established policies. Assemble, copy, collate, and disseminate a variety of documents and materials. Open and distribute incoming mail and faxes. Prepare outgoing mail, faxes, and courier shipments. Maintain the confidentiality of student files and documents.

Qualifications: 2-year Community College diploma in Office Administration or related field of study. Requires 3 years of relevant experience.

Assets: Previous experience working in a university environment is an asset.

Additional Information: The successful candidate will have/demonstrate the following:

- Excellent organizational, time management, and planning skills.
- Proven success at prioritizing and managing multiple tasks simultaneously.
- Ability to meet tight project deadlines and competing timelines.
- Flexibility and willingness to adapt quickly to changing priorities and tasks.
- High attention to detail while producing thorough and accurate work.
- Excellent problem solving and critical thinking skills.
- Ability to respond creatively to resolve issues and maintain workflow.

- Excellent interpersonal skills and the ability to build and maintain relationships at work.
- A high degree of professionalism, integrity, and ability to handle confidential information.
- Ability to take initiative and follow through, but willing to ask for help when needed.
- Strong verbal and written communication skills.
- Ability to work independently and collaborate within a team environment.
- Commitment to maintaining a professional office environment.

- Experience in the following areas:
 - Utilizing Avenue to Learn to setup and maintain course shells and class lists, and post course related materials, including student grades and course evaluations
- Proficiency in MS Word, Excel, PowerPoint, Outlook, Adobe Acrobat.

For more information, visit McMaster University for ADMINISTRATIVE ASSISTANT, ACADEMIC (III)