



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.Link's 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.

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Job Board Posting



Careers.Indigenous.Link

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PROGRAM ADMINISTRATOR

Job ID	38765-5172	
Web Address	https://careers.indigenous.link/viewjob?jobname=38765-5172	
Company	McMaster University	
Location	Hamilton, ON	
Date Posted	From: 2021-06-11	To: 2050-01-01
Job	Type: Full-time	Category: Education

Description

JD # JD00385 **Pay Grade:** 8 **Title:** Program Administrator **Unit/Project Description:** The Department of Psychiatry and Behavioural Neurosciences is seeking a Program Administrator to manage the Masters in Psychotherapy and Clinical Behavioural Sciences Graduate Diploma programs. The Masters in Psychotherapy program launched in Sept 2020 and provides didactic and clinical training to individuals who are seeking to become a psychotherapist. The CBS Graduate Diploma offers advanced training in psychotherapy techniques to working health professionals, including social workers, nurses and occupational therapists. The Program Administrator will report to the Director, MSc Psychotherapy & CBS and the Department's Director of Administration. The Program Administrator is responsible for the day-to-day administrative operations of these graduate programs and will be the first point of contact for communication with students, prospective applicants and the public. The incumbent will support admissions, coordinate the curriculum, schedule courses, maintain student and program information, and support faculty members and course instructors. This position will also support and coordinate special events and program meetings. **Job Summary:** The Program Administrator is accountable for developing, implementing, and maintaining the efficient operation of an academic program or department. Responsible for providing overall administrative direction including coordinating all aspects of the program such as curriculum administration, implementation, promotion, recruitment, admissions, resource management, and financial management. **Purpose and Key Functions:**

- Provide administrative direction regarding the goals and objectives of the program by examining, reviewing, and assessing long-term and immediate needs.
 - Identify and analyze problems with the program and prepare recommendations for review and approval by the program Director.
 - Collect, analyze, assess, and summarize information relevant to the decision making process and develop recommendations for final approval and implementation.
 - Counsel students to ensure that they understand that course and program selections adhere to established academic, prerequisite, and graduation requirements.
 - Provide students with information regarding program policies and information about program requirements.
 - Use existing admissions criteria to assess program applications and determine which applications are declined admissions and which are eligible for acceptance.
 - Review and evaluate academic records to ensure students are eligible to continue in and graduate from the program.
 - Act as a mediator between faculty and students when dealing with various issues, including but not limited to, special accommodations, scheduling conflicts, grades.
 - Gather and compile information required for a variety of documents and reports, including but not limited to, program accreditation, enrolment, and degree audits.
 - Develop estimates of time, resources, and budgets for various program activities and events.
 - Implement and maintain the program budget. Create financial projections and makes adjustments to the program budget throughout the fiscal year.
 - Exercise appropriate controls, monitor, and reconcile accounts.
 - Develop marketing and advertising brochures for a variety of purposes, functions, and events.
 - Promote the program to visitors and representatives both internal and external to the University.
 - Create, maintain, and update information on departmental website.
 - Conduct survey and monitor academic programs offered by competing institutions and conduct research into pedagogical practices.
 - Prepare and deliver presentations.
 - Facilitate meetings with, including but not limited to, program stakeholders and student groups.
 - Plan and coordinate arrangements for annual events and meetings.
 - Source pricing information and independently makes decisions regarding the purchase of equipment and supplies for the program.
 - Input financial and other information required to process payroll. Update and maintain student records and databases.
- Supervision:** Ongoing responsibility for hiring and supervising up to 9 casual employees at any one time.

Requirements:

- Bachelor's degree in a relevant field. Requires a minimum of 3 years of relevant experience.

Assets:

- Experience and knowledge of McMaster Graduate Programs, policies and procedures and beneficial to have experience in the Faculty of Health Sciences.
- Strong working knowledge of the development of spreadsheets, MS Office, MS PowerPoint, MS Outlook and MOSAIC, including experience scheduling and coordinating events and meetings, including the use of virtual meetings via ZOOM, WebEx, Microsoft TEAMS
- Ability to manage, track and compile data, i.e. course evaluations, placements, reimbursements.

- Excellent oral and written communication skills.
 - Experience communicating with applicants, current students, faculty members and assisting with troubleshooting challenges and problem solving.
- Proven ability to take the initiative in improving processes or developing new processes to meet changing conditions is required.

Additional Information: The successful candidate will be expected to have:

- Excellent time management, organizational and interpersonal skills
 - Strong problem solving skills with a focus on outcomes.
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- Understanding of financial and people management principles.
 - Experience with web-based forms.
 - Understanding of graduate scholarships.
 - A strong respect for confidentiality. Ability to attend before and after-hour meetings, on occasion.

For more information, visit McMaster University for PROGRAM ADMINISTRATOR