



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.

Corporate Headquarters:
Toll Free Phone: (866) 225-9067
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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/03

ADMIN ASST, ACADEMIC (III)

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|--------------------|---|---------------------|
| Job ID | 39722-4368 | |
| Web Address | https://careers.indigenous.link/viewjob?jobname=39722-4368 | |
| Company | McMaster University | |
| Location | Hamilton, ON | |
| Date Posted | From: 2021-07-19 | To: 2050-01-01 |
| Job | Type: Full-time | Category: Education |

Description

JD # JD00677

Pay Grade: 6

Title: Administrative Assistant Academic (III)

Unit/Project Description: For Department use only. Education Services requires an Administrative Assistant in our Postgraduate Medical Education (PGME) Office. PGME is a multi-faceted office that supports 57 residency programs, over 150 fellowship programs and over 1000 trainees. Reporting to the Assistant Manager PGME, the successful incumbent will guide, support, and facilitate the administration of postgraduate medical residents from the point of inquiry and admission through to the completion of training. The incumbent will work in tandem with a second resident administrator to provide guidance and support for the postgraduate medical office and will be responsible for their own portfolio of responsibilities to ensure effective delivery of service to all stakeholders. Key functionality in this role includes: providing support to various stakeholders including residents, Program Administrators, and Program Directors, implementing all processes related to the administration of residents, documenting and tracking necessary information, and the ability to provide optimal customer service to all stakeholders. Specific responsibilities in this role include, but will not be limited to, responding to inquiries, processing work permits, creating offers of admission, sending and tracking IMG assessments (PEAP), liaising with external sponsors, tracking and generating Letters of Appointment and graduation certificates, liaising with external stakeholders (CPSO, CMPA), training Program Administrators, liaising with the Residents' paymaster, and will play a key role in planning the registration process annually.

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, calendar of events. Responsible for ensuring adherence to quality standard and procedures for short-term staff.

Purpose and Key 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 admissions.
- 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 the 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.

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

Assets: For Department use only. Position requirements:- Working knowledge and experience responding to inquiries from medical learners, faculty, hospital partners, and multiple programs (internal and external)- Experience and an understanding of the infrastructure of the postgraduate residency training system- Experience registering Residents, which includes processing payroll changes, level changes, transfers, leaves and letters of appointment for postgraduate trainees- Experience updating, maintaining, and validating data by checking for missing or invalid information using multiple systems such as MedSIS- Experience collecting, verifying, and inputting data into a variety of spreadsheets and databases- Experience facilitating the hiring and payment processes for resident trainees- Experience gathering and compiling data and documentation for a variety of reports and program activities- Experience identifying and analyzing problems with the programs and preparing recommendations for review and approval- Experience collecting, analyzing, assessing, and summarizing information relevant to the decision making process and developing recommendations for final approval and implementation- Experience planning, coordinating and facilitating events (i.e., registration)- Strong attention to detail, coupled with an aptitude for problem solving is essential- Must demonstrate commitment to the job, be motivated and be well organized to deal with a high volume of work- Ability to function in an ever-changing environment with competing demands, priorities, and deadlines- Many of the work assignments and issues addressed are considered confidential; therefore, a high level of discretion and confidentiality is required- Strong interpersonal and communication skills are required as is the ability to interact effectively and harmoniously with other people- Demonstrated experience working both independently and as part of a team (i.e. residency programs, The Royal College of Physicians and Surgeons of Canada, and other Canadian medical schools)- Must demonstrate proficiency with MS Office suite of applications, which includes experience of MOSAIC and MedSIS- Working knowledge of postgraduate medical education is considered an asset

Additional Information: This position may require you to work outside of your regular work schedule including evenings and weekends to meet operational demands. We thank all who apply; however, only those candidates selected for an interview will be contacted.

For more information, visit McMaster University for ADMIN ASST, ACADEMIC (III)