Administrative Coordinator (CR0074)

Post Date:  Friday, September 1, 2017

McGill University - Human Resources

POSITION COVERED BY THE MUNACA-PSAC BARGAINING UNIT

Position Title:
Administrative Coordinator (PED 00034, DD009J, Level 009J)

Position Summary:
Under the direction of the immediate supervisor, provides administrative and secretarial support. Participates in ensuring the smooth functioning of the unit's operations. Acts as resource person for policies and procedures. Administers unit accounts. Assists in the organization of unit activities. Responsible for documents and files of the unit. Maintains computerized information systems.

Major Duties & Responsibilities:
- Acts as resource person regarding the unit's policies and procedures. Resolves problems within area of responsibility. Consults relevant documentation and liaises with appropriate resource persons to obtain and provide information on diverse and complex issues.
- Participates in ensuring the smooth functioning of the unit. Recommends procedural changes to enable unit to function more effectively. Collaborates with supervisor and others in establishing work priorities. Follows up on and ensures appropriate implementation of decisions made by supervisor.
- Updates, prepares and coordinates publication of documents such as publicity brochures, departmental handbooks, and annual reports. Drafts correspondence and other short documents of a complex nature. Formats documents and edits for grammar, spelling and accuracy. Takes notes and types various documents such as correspondence, reports, memos. Signs certain documents.
- Participates in activities related to student affairs such as admission, pre-registration, registration, financial aid and international student-related issues. Keeps track of enrolments, course changes, reporting student standings, loans, bursaries and scholarship awards. Refers problems outside of area of expertise to appropriate resource persons or official.
- Provides information to callers and visitors. Determines reason for call or visit and prepares necessary documents. Directs callers and visitors to appropriate resource persons. Assesses need for intervention of other resource persons and arranges appointments as necessary.
- 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.
- 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 And/Or Abilities:
Client-focused and service oriented with a high level of tact, confidentiality, diplomacy, and professionalism. Demonstrated ability to clearly transmit and receive information as well as listen and assist staff and students with problems. Demonstrated experience in handling multiple agendas. Knowledge of basic accounting principles. Demonstrated organizational and prioritization skills and ability
to multi-task and meet deadlines. Attention to detail. Ability to work autonomously and as part of a team. Proven ability to draft, proofread and edit correspondence or documents using appropriate spelling, grammar and punctuation. Demonstrated experience with event coordination and scheduling of meetings. Demonstrated experience in minute taking. Ability to work in a PC environment using word-processing, databases, spreadsheets, presentation software, web applications and social media. Knowledge of Banner, Minerva and Drupal. English and French (spoken and written).

Reference Number: 17-0911/CR0074

Supervisor's Title: Associate Director, Administration

Salary Scale: $22.72 - $31.34

Faculty/Unit: Faculty of Medicine
Epidemiology and Biostatistics

Position Type: Full-Time

Hours Per Week: 33.75

How To Apply:
*Internal candidates: Please provide your McGill ID number when applying.*

Please submit your application online at [apply now](http://www.mcgill.ca/medhr/positions-available/apply-now). Click on “APPLY NOW” and clearly indicate the reference number.

APPLICATIONS MUST BE RECEIVED WITHIN EIGHT (8) WORKING DAYS OF THE DATE OF PUBLICATION.

We thank all applicants for their interest, however, only those applicants selected for an interview will be contacted. 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.