Student Affairs Administrator (MR0628)

Post Date: Friday, September 1, 2017

McGill University - Human Resources

POSTING FOR MANAGEMENT AND EXCLUDED POSITIONS

Position Title:
Student Affairs Administrator (SAF1D)

Position Summary:
McGill Global Health Programs and its partners draw on the expertise and resources of one of the world’s leading educational and research institutions to 1) Offer high-quality education and training in global health, and enhance capacity in resource-limited settings; 2) Facilitate and conduct innovative, interdisciplinary, collaborative, and policy-relevant research to address critical global health challenges and priorities; and 3) Build strategic partnerships with major stakeholders and institutions in Canada and internationally. To fulfill its goals related to education and training Global Health Programs coordinates of multiple student programs including Global Health Scholars, travel awards and the Student Initiatives Fund.

Primary Responsibilities:
- Acts as knowledgeable resource person to the multiple student programs and manages initiatives on education for the McGill Global Health Programs.
- Administers travel awards program for students (undergraduate and graduate) throughout the Faculty of Medicine.
- Responsible for overseeing the Student Initiatives Fund including advising students on their projects and meeting with various student groups.
- Acts as lead administrator of the Global Health Scholars program—collaborates with faculty mentors and the students throughout their summer placements and academic year activities.
- In collaboration with Program Manager, responsible for the execution of the online pre-departure training program for Faculty of Medicine students.
- Contributes to the creation and management of new events and programs to provide students at McGill more opportunities to have education and training in global health.
- Responsible for the up keeping of Global Health Programs website and social media outlets for related student programs.
- Processes expense reports, advances, pay invoices and organizes travel related to student programs. Ensures compliance with University and Tri-council policies.
- Monitors accounts and bring discrepancies to the attention of the Financial Officer of the Administrative Centre.

Minimum Education & Experience:
Undergraduate degree
One (1) year related experience

OR

DEC III
Three (3) years' related experience

Other Qualifying Skills And/Or Abilities:
Client-focused, with a high level of tact, diplomacy, professionalism and a proven ability to establish productive relationships with staff, students and the public. Demonstrated ability to listen and assist students with problems. Demonstrated ability to clearly transmit and receive information in person and by telephone. Must be self-motivated and results-oriented. Demonstrated ability to work independently and as part of a team. Must be service-oriented. Proven ability to administer multiple projects. Strong attention to detail and a demonstrated ability to proofread and edit correspondence and other material using appropriate spelling, grammar, and punctuation. Discretion in dealing with confidential information. Ability to perform well under pressure. Demonstrated ability to work in a PC environment using word processing, databases, spreadsheets (PowerPoint, Excel), MINERVA, BANNER. Graphic design experience in Photoshop and basic website management an asset. English and French spoken and written.

Reference Number: 17-0912/MR0628

Reporting To: Associate Director, Administration

Salary Range: (Grade 03) $45,800 - $57,300 (midpoint) - $68,800

Faculty/Unit: Faculty of Medicine
McGill Global Health Programs

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 http://www.mcgill.ca/medhr/positions-available/apply-now. Click on “APPLY NOW” and clearly indicate the reference number.

Internal McGill applicants, covered by the McGill non-unionized, non-academic personnel policies and procedures, must apply to this posting within ten (10) 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.