

Student Affairs Administrator (MR0634)



Post Date: *Friday, August 18, 2017*

McGill University - Human Resources

POSTING FOR MANAGEMENT AND EXCLUDED POSITIONS

Position Title:

Student Affairs Administrator (SAF1D)

Position Summary:

This position reports to the Associate Director, Administration and supports the Director in maintaining and developing the student related activities within the Institute for Health and Social Policy. Manages the various Student Programs at the Institute. Identifies, implements procedures and controls to enhance the operation of the program and provides administrative direction regarding the program's objectives. Oversees preparation of reports and year-end documentation.

Primary Responsibilities:

- Assists Director in planning the direction of the program and overseeing the implementation of short and long term plans related to admissions, government reporting, scholarships and student records services.
- Assists the Director with the development of funding for student programs. Makes recommendations to secure additional program funding in line with the direction of the program by keeping abreast of new developments and trends with a focus on international health policy.
- Administers McBurney Fellowship Program by collaborating with Supervisors to determine placement of students interested in service-based work in Latin America. Assists in the pre-departure training and communication with students. Schedules bi-monthly meetings, organizes graduate seminars at which fellows present their research to their cohort. Provides material and training to assist students in creating policy-relevant research with an interdisciplinary focus.
- Administers undergraduate internship program; involved in development of the 14-week training curriculum and research projects with faculty and postdoctoral supervisors. Publicizes, promotes the program through posters, career fairs, website. Ensures established criteria are followed for selection of candidates.
- Administers the Queen Elizabeth Scholarship program including recruitment and placement of students, development & coordination of leadership development training, pre-departure training and travel facilitation, financial & narrative reporting, ensuring compliance with granting agency.
- Administers all aspects of IHSP future student programs as they are established.
- Identifies, implements procedures & controls to enhance the operation of the program and provides administrative direction regarding the program's objectives.
- Develops links and partnerships with other areas of the University and governmental and non-governmental offices including maintaining social media exposure and links within and outside the university.
- Monitors program's progress and results; provides recommendations on ways to improve the program's quality for current and future students.
- Assists with annual recruiting efforts: develop, review, update admission publications, University calendar, forms, reference guides & supporting materials, ensure that admission and recruitment targets are met. Makes recommendations for future improvements to the program and administers the implementation of all program changes.
- Determines admissions eligibility for various categories of applicants from diverse educational backgrounds, considering multiple sources of information. Evaluates student files & records to determine credits or exemptions, academic standing and graduation.

- Administers paperwork for fellowships and student award payments. Ensures all documents are completed and forwards to AEC (Administrative Excellence Centre) for disbursement of awards. Attends meeting of the Student Programs Advisory Board.
- Provides advice to Director on student affairs related activities and engages in problem resolution with Student Affairs Committee in accordance with established policies and procedures.
- Oversees preparation of reports and year-end documentation. Administers the IHSP Website to ensure information on student programs is up to date.
- Undertakes special projects as required, including program accreditation.
- Establishes and maintains strong links with other universities, local, provincial, federal and international organizations
- Maintains good rapport with students and staff within the program and University community.

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 effective interpersonal, presentation, and written communication skills. Demonstrated ability to listen and assist students with problems. Self-motivated and results-oriented. Demonstrated ability to work independently and as part of a team. Must be client focused and 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. Ability to work in a PC environment using specialized databases, word processing, spreadsheets, presentation software, email, web maintenance and social media platforms. English & French, spoken and written.

Reference Number: 17-0813/MR0634

Reporting To: Associate Director, Administration

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

Faculty/Unit: Faculty of Medicine
Institute for Health and Social Policy

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.