

Administrative Coordinator, Menno Simons College, Canadian Mennonite University
Full-time salaried

Menno Simons College is a program centre of Canadian Mennonite University based at the University of Winnipeg. The Administrative Coordinator (AC) is responsible to assist in the efficient functioning of MSC's administration in the areas of facilities, finances, and academic operations. The AC also supervises the work of the office staff and provides routine liaison with various University of Winnipeg administrative units.

Responsibilities:

Academic Administration and Coordination (approximately 70% of the total work load)

- Work in consultation with the Associate Dean and program faculty to establish course timetable (annual course list and schedule) and arrange suitable classrooms
- Provide administrative support to the Associate Dean with sessional instructor recruitment including direct communication with candidates regarding scheduling, training and monitoring
- Coordinate orientation materials and meeting times for instructors at the beginning of each term in consultation with the Associate Dean and program faculty
- Recommend and maintain updates for faculty/sessional instructor manual in consultation with the Associate Dean
- Coordinates and prepares teaching assistant/marker and research assistant contracts for MSC
- Ensure timely updates, including proofreading, and submission of MSC Program material for the UW and CMU calendars, in conjunction with the Associate Dean
- Responsible for course schedule data entries and updates
- Supply regular enrolment reports to the CMU Registrar's Office
- Monitor, analyze and report on enrolment statistics in order to determine long-term enrolment trends and to maximize total enrollment
- Draft agenda, record minutes and distribute material for meetings with the Departmental Review Committee and College Council; prepare annual reports for these bodies as needed
- Participate in, prepare correspondence, track case files and maintain records for the Departmental Review Committee (Academic Misconduct and Course Consultations)
- Serve as a resource to faculty in assessing and reporting on cases of Academic Misconduct
- Liaise with various academic and administrative units at the University of Winnipeg
- Coordinate MSC graduation activities
- Advise the Associate Dean and VPA on policies and practices related to academic operations, administrative matters and strategic planning

Office Administration and Coordination (approximately 30% of the total work load)

- Supervise the Administrative Assistant
- Submit payroll data for hourly employees, and submit vacation/sick time for all non-faculty employees
- Manage assigned administrative budgets, including review and approval of expenditures
- Prepare accounts payable for processing by Finance, ensuring that all requisitions are appropriately coded and authorized
- Review and approve UW tuition remittances and reconcile with internal enrolment records
- Review and approve UW fees for service, including obtaining supporting documentation as needed and available
- Maintain appropriate paper and electronic records according to regulatory requirements and approved operational practice
- Liaise with UW, Hosting, Maintenance, Facilities, IT, the condo corporation, and the condo property manager (Linden Properties) to assist with coordination of support services (security, keys, custodial, building maintenance, classroom equipment, office furniture, facility rentals)
- Liaise with long-term lease tenants with respect to collection of rent (as needed) and tenant concerns

Reports to: Associate Dean for Menno Simons College (Academic Administration and Coordination);
Controller (Office Administration and Coordination)

Qualifications:

- This position requires familiarity with academic systems, ability to coordinate various facets of office administration, and careful attention to detail
- Strong interpersonal skills, organizational abilities and the willingness to work independently and with other employees in a team-oriented environment
- The position requires the incumbent to work with sensitive files and high level meetings therefore confidentiality is essential
- Strong computer skills and competency in office management systems
- Basic understanding of accounting procedures
- A thorough familiarity is required of both MSC/CMU and UW administrative policy
- An undergraduate degree, relevant post-secondary education or a combination of equivalent training and experience is preferred

Inquiries should be directed to Dianna Robson, Director of Human Resources at 204-594-0532. Applications will be reviewed and accepted upon receipt and will be accepted until this position is filled. Applicants should email a resume (PDF or Word document) along with the names of three references, in confidence to hrdirector@cmu.ca