

MSC Administrative Assistant & Receptionist

Salaried with Benefits, 0.8 FTE (4 Days/30 hours per week)
Anticipated start date ASAP

The Menno Simons College (MSC) Administrative Assistant & Receptionist completes general office administrative duties onsite and online, manages the College's social media accounts, processes payment requisitions & invoices, and provides basic tech and administrative support to MSC faculty. This position is responsible for handling a wide variety of inquiries and providing accurate information about the college. This person reports to the Administrative Coordinator and supports the MSC Dean as required.

Responsibilities:**Administrative and Office Support**

- Provide pleasant and efficient front desk and telephone reception by answering general inquiries and providing appropriate referrals within MSC, CMU, and UW
- Handle incoming and outgoing mail
- Assist in assembling data for reports
- Make room bookings for college functions
- Maintain college directory and e-mail distribution lists for MSC, CMU and U of W
- Manage social media communication on behalf of MSC
- Monitor and order office supplies
- Monitor automated office equipment, contact service personnel as necessary
- Provide assistance in planning and staffing special events
- Process requisitions for honoraria, faculty expenses, travel claims, other accounts payable and CMU cheque deposits
- Process and track key requisitions and returns
- Assist in editing and revising the Academic Calendar

Faculty/Personnel Support

- Assist with formatting of final exams and the review of syllabi for required information
- Submit acquisition orders to UW Library and process textbook orders through the UW bookstore
- Coordinate bookings of college equipment and provide basic AV classroom support
- Process requests for email, print and network access

Peace Research Journal Support

- Maintain subscription database and website information
- Process and receive subscription invoices and payments and liaise with subscribers
- Prepare journal for mailing

Qualifications:

- Strong understanding of Canadian Mennonite University and its mission
- Capacity to work collaboratively, with strong interpersonal and organizational skills
- Strong verbal and written communications skills
- Ability to establish and maintain effective and professional working relationships with faculty, staff, and students
- Proficient in the use of computer software and database programs
- Strong organizational and multi-tasking skills with high attention to detail
- Self-initiating and able to work with minimal supervision
- An undergraduate degree and university work experience would be an asset

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