



Administrative Coordinator

Position Overview:

Reports To: General manager
Also supports manager of equity & campus services

Position: Full-time contract

Salary: \$ 36,000

Posting expires: February 27, 2012

Oversight:

This position is the primary administrative support person for both managers while also providing support to the senior coordinators. This support will take the form of office administration, basic human resources functions, filing, correspondence and the upkeep of Student Association staff policies and procedures.

Working closely with the SA managers, this role is responsible to ensure the Student Association of George Brown College continues to be a learning environment for student leaders, and all related documentation is current and up to date.

General responsibilities include, but are not limited to:

- Complete correspondence as directed by the SA managers;
- Compile and maintain a historical archive of SA documentation;
- Communicate with college administration on matters relating to the Student Association as directed by the managers;
- Maintain historical documentation from all staff and committee level activities;
- Ensure staff meeting agendas, minutes and required documentation are prepared and circulated in a timely manner, both before and after meetings;
- Perform duties as staff meeting minute taker and manage any accessibility requirements that may from time to time arise;
- Ensure staff policies and procedure manuals are complete and up to date at all times;
- Assist the senior coordinators with administrative tasks as required and approved by the SA managers;
- As required, provide assistance to the senior coordinator finance and operations with basic finance department issues;
- Together with the senior coordinator student life, plan and execute social activities for Student Association staff;
- Under direction from managers, plan and coordinate staff training and professional development sessions;
- Other duties as assigned.

Human resources:

- Maintain up to date human resources information and resources for all staff enquiries;
- Provide complete and accurate hiring packages for all postings and ensure proper hiring protocol is followed;
- Keep accurate records of staff vacation, sick and lieu time;
- Provide health plan information and forms for all staff employees;
- Ensure training and orientation manuals or handbooks are kept up to date and accurate.

Nature and scope of the position:

- The position works closely with the SA managers and senior coordinators. Independent and self-directed work is required, relying on current policies and procedures, past and current practices and a clear understanding of the mandate of the Student Association and this position.
- This position interacts with a wide range of individuals, including college management and staff, Student Association full- and part-time staff, and the general student population. Often, complex situations cause challenges in communication and difficulties in interactions. Productive and professional relationships must be maintained in all circumstances.
- The Student Association operates on multiple campuses, creating unique challenges in communications and interactions with colleagues and supervised staff. The incumbent will be required to travel among campuses and to operate at a satellite office on occasion.
- The position carries a heavy workload throughout the year; however, there are specific periods, such as orientation and elections, when the load increases further. During such periods, there is no downtime, and overtime is usually required.

Performance measurables:

- ✓ Maintain exceptional attendance and regular hours of work;
- ✓ Establish and maintain a positive, professional and interactive working relationship with SA staff, student executives and board members;
- ✓ Organize and maintain SA administration archival records into an electronic database;
- ✓ Ensure all relevant policies and procedures are up to date and are being adhered to by all staff & students;
- ✓ Readily available and supportive to all relevant SA board of directors' committees as an effective resource person (attends meetings, provides accurate and relevant data, provides mentorship to student leaders).

Qualifications:

- A post-secondary degree, diploma, or equivalent is required;
- Certificate or background in human resources;
- Excellent computer skills – proficiency in MS Word, Excel, PowerPoint, Outlook;
- Previous working experience as an administrative assistant is an asset;
- Comprehensive knowledge of student rights, issues, and accessibility to post-secondary education;
- Basic financial or accounting skills would be an asset;

- Familiarity with Ceridian Insync HR software is an asset;
- Excellent interpersonal skills with an ability to navigate complex situations and difficult interactions with grace, patience and professionalism;
- First-rate verbal and written communication skills;
- Demonstrated ability to manage, coordinate, organize and maintain records of (changing) information over time;
- Attention to detail, good record keeping and filing skills.

Additional Information:

Mission Statement

We are the Students of George Brown College, committed to supporting each other in the struggle for student rights, the pursuit of quality education and the provision of services in a safe, accessible and equitable environment.

Send cover letter and resume to:

Hiring Committee
Sahr@georgebrown.ca