

NOTICE OF TEMPORARY VACANCY
(for approximately 12 months beginning March, 2013)
UNION LOCAL - C.A.W. 2458 - Full Time Office and Clerical Unit

POSITION TITLE: CELD Support Staff
CLASSIFICATION: '7'
DEPARTMENT: Centre for English Language Development
RATE OF PAY: As per schedule `A' - C.A.W. 2458 FT Collective Agreement
HOURS OF WORK: Monday to Friday, 8:00am to 4:00pm

PRIMARY RESPONSIBILITY:

Reporting directly to the Director of Centre for English Language Development (CELD), the CELD Support Staff is responsible for all administrative duties associated with the programs involved at the Centre.

SUMMARY OF DUTIES:

1. Processes applications affiliated with our English language training programs.
2. Monitors on-line application submissions and produces all necessary documents associated to the admission process.
3. Liaises with admission personnel at the International Student Centre (ISC) and Outreach office in Toronto and works with the Centre for Executive and Professional Education.
4. Responsible for collecting program fees and preparing weekly deposits.
5. Liaise with various departments on campus when necessary, including the Cashier's Office, Registrars and ISC.
6. Responsible for the creation and maintenance of student class lists, grade tracker spreadsheets and attendance spreadsheets.
7. Responsible for producing certificates and transcripts at the end of each program term.
8. Responsible for creating queries and generating statistics utilizing a database.
9. Responsible for updating the Centre's web site.
10. Responsible for entering all grades and score reports into the international student database.
11. Schedules lab and meeting room access. Liaise with IT to ensure that the computers are in working order.
12. Fields queries and books appointments.
13. Responsible for minute taking at various meetings.
14. Other duties as assigned.

ESSENTIAL QUALIFICATIONS:

The successful candidate will have previous experience in an administrative support capacity. The successful candidate will also have strong communication skills and have a high degree of cultural sensitivity and awareness of cross-cultural issues. Excellent multi-tasking, organizational and time management skills are essential to the position as is the ability to work under minimal supervision. The successful candidate will have strong computer skills including previous experience with using an (updating, maintaining data and running query reports); Microsoft Office (Word, Excel); typing 50 NWPM; email and calendaring. A familiarity with the University of Windsor's administrative policies and practices is important.

PREFERRED QUALIFICATIONS:

Bachelor degree or Diploma in office administration or computer science. Previous experience using ACCESS platform database

THE FOLLOWING TESTS WILL BE ADMINISTERED:

Typing; MS Word (Basic Level), Excel (Intermediate Level).

In accordance with Canadian Immigration Requirements, all qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. In pursuit of the University of Windsor's Employment Equity Plan, members from the designated groups (Women, Aboriginal Peoples, Visible Minorities, Persons with Disabilities, and Members of Sexual Minorities) are encouraged to apply.

EMPLOYEES INTERESTED IN THE ABOVE ARE REQUESTED TO APPLY IN WRITING BY COMPLETING AN "APPLICATION FOR TRANSFER" FORM AND FORWARDING IT TO:

DEPARTMENT OF HUMAN RESOURCES ON OR BEFORE:

Friday, March 1, 2013 - 4 p.m.

The 'Application for Transfer' form can be obtained in the Department of Human Resources

2013-FT-06