

NOTICE OF VACANCY

UNION LOCAL - C.A.W. 2458 - Full Time Office and Clerical Unit

POSITION TITLE: Professional Education Program Secretary

CLASSIFICATION: '6'

DEPARTMENT: Centre for Executive and Professional Education

RATE OF PAY: As per schedule 'A' - C.A.W. 2458 FT Collective Agreement

HOURS OF WORK: Monday to Friday, 8:30am to 4:30pm
Office located at 245 Ouellette Avenue, Suite 301

PRIMARY RESPONSIBILITY:

The Professional Education Program Secretary provides the necessary administrative support to the Centre for Executive and Professional Education (CEPE) team in all matters pertaining to the CEPE's Professional Education programs (e.g. Professional Development for Educators, Business Certificates, Mini-MBA, workshops, and seminars).

SUMMARY OF DUTIES:

1. Responds to all public enquiries concerning registration, course offerings and services, along with program requirements and affiliated regulations, as well as, inquiries from accrediting agencies and/or bodies, such as the Ontario College of Teachers.
2. Reviews and updates registrations and registration records, including preparing letters of admission and tracking registration payments.
3. Performs pre-screening to determine if registrants meet the appropriate eligibility requirements by using an established template.
4. Prepares cheque requisitions, keeps ongoing records of all teaching personnel and payments and assists to prepare employment contracts and payments.
5. Monitors student withdrawals and facilitates refunds.
6. Liaises with Ontario College of Teachers concerning student requests of questions that require further clarification.
7. Responsible for uploading prepared accreditation documents and records of completion.
8. Assists with course scheduling, arranging additional testing, reviewing and preparing general correspondence to students.
9. Keeps an ongoing filing system of accreditation documents and of Instructor applications.
10. Takes and distributes minutes at meetings as requested.
11. Other related duties as assigned.

ESSENTIAL QUALIFICATIONS:

The successful candidate will possess strong interpersonal skills including the ability to interact with various individuals including students, staff, University community partners and external agencies. The successful candidate must also have excellent verbal and written communication skills, as well as, an ability to demonstrate fairness, professionalism, equity, and a high level of confidentiality. Previous working experience with a database is required, as well as demonstrated proficiency in MS Office (Word, Excel), email and scheduling, Internet and typing 50 NWPM. An ability to research and seek out information to address a client inquiry such as how to become a teacher, internationally educated teachers, teacher education, or Ontario College of Teachers requirements. An ability to work both evenings and weekends from time to time is also required.

PREFERRED QUALIFICATIONS:

Undergraduate degree in any field would be an asset, as would previous experience in the general field of continuing and/or professional education.

THE FOLLOWING TESTS WILL BE ADMINISTERED:

Typing; MS Word (Basic Level), Excel (Basic 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:

Tuesday, April 23, 2013 - 4 p.m.

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

2013-FT-11