



ST. MARK'S COLLEGE
CORPUS CHRISTI COLLEGE

Support Officer, Strategic Student Initiatives, Corpus Christi & St. Mark's Colleges

[0.5FT. This will be reviewed in December with a possibility of conversion to a full time position in January]

“The Community of St. Mark’s, which includes St. Mark’s College, Corpus Christi College, and St. Mark’s Parish, is the Catholic centre at UBC. St. Mark’s College educates undergraduate and graduate students through a theological lens, preparing them to become leaders in Catholic schools, healthcare, and social services. Corpus Christi College provides students with the good undergraduate start that develops the individual student’s potential and enables success today and beyond. Our offerings are unique, imbued with Catholic values, while complementary to UBC.”

Overview:

The mandate of the Office of Strategy & Planning is to be the analytic and strategic core for institutional growth initiatives at St. Mark’s College and Corpus Christi College.

The primary function of the Office is to guide and coordinate the Colleges’ operating units in achieving the goals and targets set out in the Organizational Strategic Plan by providing supportive or controlling project management techniques.

The Office also acts as the Colleges’ enterprise-wide project management office by providing directive project management to assigned strategic initiatives. The Office is assigned initiatives and projects, receives direction from, and provides scheduled updates to, the Steering Committee acting on behalf of the Board.

Functional Reporting Relationships:

The Coordinator reports to the Executive Director, Strategy & Planning.

Primary working relationships are with the Coordinator, Strategic Student Initiatives; the Office of the Registrar (primarily, the Academic Advising and the Admissions teams).

Expectations and Responsibilities:

He/she will be the front-line communications person for the Office of the Strategic Student Initiatives and the Continuing Studies Program at Corpus Christi College by providing clerical and administrative support. The incumbent acts as the first contact point and responds to diverse inquiries regarding the Continuing Education Program, course registration and/or deadlines and other academic or administrative services. The candidate will be expected to draft, post, proofread, and update courses registration content. The incumbent is responsible for assisting in the release of official documentation such as transcripts and confirmation of enrollment letters; prepare invoices and distributing relevant forms and other written information.

1. Continuing Studies Program

- Sort and distribute all incoming documents related to course requirements and/or registration
- Confirm student identity and submit requests for Continuing Education student transcripts, confirmation of enrolment letters, etc. to the Associate Registrar
- Assist in the preparation of finalized class lists and invoices
- Compile, post, proofread, edit, and update information on the program’s online registration page
- Keep back-up files of working documents and track changes to program terms of reference and policy and procedure documents
- Assist the Strategic Student Initiatives Coordinator in other duties as needed. These include but not limited to invigilating offsite students diagnostic tests and conducting offsite classroom visits

2. International Services

- Assist the Strategic Student Initiatives Coordinator in managing recruitment agency relationships by acting as the first point of contact in agency inquiries, word-processes a variety of general correspondence including memos, letters, notices, forms, etc.
- Processes agent's referred student admissions applications by compiling applicant files, obtaining and following up on missing information (such as transcripts), and distributing complete application packages to the Admissions and Financial Aid Officer and to the Associate Registrar if required
- Maintain applicant files up to the time of admission
- Assist in data entry and updating student records in the College Student Information System Discuss any questions or concerns with the Strategic Student Initiatives Coordinator to ensure accuracy of entered information
- Assist the Strategic Student Initiatives Coordinator in other duties as needed. These include but not limited to representing the College at educational expos and open houses, and outreach activities to recruit new international students and retain existing students
- Track student enrollment and registration
- Communicate complex admission policies and procedures to prospective international applicants

Qualifications

- Associate or a Bachelor's degree in a related field is preferred
- **A valid BC Driver's License and access to a vehicle is a must**
- Ability to multi-task; good organization, scheduling, and time management skills
- Flexible working hours (including some evenings as required) is necessary
- Ability to adapt in a diverse and fast paced environment
- Experience in tracking basic financial information and data management
- Previous experience in administrative work in an office environment is an asset
- Professional demeanor with excellent oral, written, interpersonal, and presentation skills
- Demonstrated ability to communicate effectively with diverse audiences and stakeholders
- Ability to work independently or as part of a team in order to meet deadlines and achieve project goals
- Must be proficient in Microsoft Office
- Ability to exercise a high level of judgment, discretion, and confidentiality
- A positive, can-do attitude
- Commitment to forwarding the missions and visions of the Colleges

Expected Start Date: November 15, 2018

Applications close on Friday, October 26, 2018

Please submit your resume and cover letter to hr@corpuschristi.ca