

Administrative Support Agent, class I (Scheduling Clerk) - 2379

Job Title

Administrative Support Agent, class I (Scheduling Clerk)

Job Type

Full-time Replacement

Career Level

Support

Education

High School

Category

Administrative Support

Salary Grade

Administrative Support Agent, class I - \$24.36 - \$27.24

Job Description

IMPORTANT: Effective immediately

Deadline to apply: July 31, 2024

Full-time replacement position - Effective immediately until the return of the incumbent

JOB SUMMARY UNDER THE DIRECT SUPERVISION OF THE ADMISSIONS & SCHEDULING MANAGER AND THE GENERAL SUPERVISION OF THE DEAN OF ACADEMIC SYSTEMS, THE SCHEDULING CLERK PROVIDES CLERICAL SUPPORT FOR ALL ASPECTS OF THE SCHEDULING PROCESS AND REGISTRATION, INCLUDING PRE-REGISTRATION. THE SCHEDULING CLERK WILL BE RESPONSIBLE FOR THE RECEPTION/INFORMATION DUTIES FOR DAY AND CONTINUING EDUCATION IN THE RECEPTIONIST'S ABSENCE.

DUTIES AND RESPONSIBILITIES

Scheduling & Registration:

- Assists with the preparation and distribution of scheduling information to Chairs and subsequent data entry of the scheduling data for the Fall and Winter Day Division
- Assists in the editing of the Schedule of Classes in preparation for publication
- Administers, according to College policy, the pre-registration of students in the Day Division
- Liaises with Department Chairs concerning pre-registration
- Plots all career program streams according to established criteria
- Updates references in CLARA room configuration and equipment
- Liaises with faculty concerning room change requests
- Effects all room bookings after finalization of Schedule of Classes
- Prepares the Final Exam Schedule, including exam seating and posters, for Fall and Winter according to departmental policy and requests final exam setup in the gymnasium
- Assists with all aspects of registration
- Reviews and resolves registration errors during registration and works on the registration helpline
- Processes career program and pre-university standing and advancement and career program non-payment
- Verifies lunch hour agreement, 4-day teacher schedules according to faculty collective agreement for all disciplines
- Assists with intersession registration
- Assists with course correction
- Prepares, prints and publishes scheduling and registration information on the College website and on the student and staff portals, including but not limited to: Schedule of Classes, Final Exam and Intersession course information
- Answers and responds to a high volume of telephone, email and in-person inquiries about registration and the registration process and refers to the appropriate resource when applicable.

Reception:

- Works at the front desk during lunch hour, breaks, end of day and in receptionist's absence

Performs any other related tasks as requested

EDUCATION: To have a secondary school diploma or a diploma of vocational studies in an appropriate specialty or have a diploma or an attestation of studies which is recognized as equivalent by the competent authority.

SPECIFIC REQUIREMENTS

- One year related experience
- English Intermediate both oral and written
- French Basic written comprehension and written
- French Intermediate oral
- Computer skills (Word, Excel)
- High degree of accuracy in clerical work and data entry
- Knowledge of the CEGEP system an asset
- Ability to work under pressure
- Strong communication skills
- Ability to organize work
- Excellent organizational skills and ability to multi-task

Required Tests:

Testing may be required to demonstrate knowledge of:

English (Intermediate oral)

English (Intermediate written)

French (Basic written comprehension and written)

French (Intermediate oral)

Word (Intermediate)

Excel (Intermediate)

Logic, problem-solving and analytical skills

Organizational Unit

John Abbott College -> Registrar's Office 4030

Location

John Abbott College - Ste-Anne-de-Bellevue, QC H9X 3L9 CA (Primary)

Team

NON-TEACHING TEAM

of Hires Needed

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Deadline Date

7/31/2024

John Abbott College adheres to an Equal Access to Employment Program, and invites women, visible minorities, ethnic minorities, indigenous peoples and persons with disabilities to submit their applications.

We thank all candidates who submit their resumes for consideration. However, only those candidates selected for an interview will be contacted. If your work experience has changed or if you have acquired additional education since your last visit, be sure to submit your updated resume so that we may review your full career path. If you are applying from a mobile device (smartphone, tablet), you will receive an acknowledgment email asking you to update your file by submitting your CV in order for your application to be considered.