

Administration Technician (Program Deans Office)- 2nd posting - 2775

Job Title

Administration Technician (Program Deans Office)- 2nd posting

Job Type

Permanent Full-time

Career Level

Support

Education

DEC

Category

Administrative Support

Salary Grade

Administration Technician (C405) - \$27.07 - \$36.14

Job Description

IMPORTANT: Effective immediately

Deadline to apply: October 17, 2025

In accordance with ministerial directives issued by the Secrétariat du Conseil du trésor concerning a freeze on public service recruitment, effective November 1, 2024, only applications from employees with regular employment status at the College and within the college network will be considered for positions that are not directly serving students.

JOB SUMMARY UNDER THE GENERAL AUTHORITY OF THE PROGRAM DEANS AND THE DIRECT SUPERVISION OF THE MANAGER OF ACADEMIC ADMINISTRATIVE SUPPORT TO PERFORM VARIOUS TECHNICAL AND ADMINISTRATIVE TASKS TO SUPPORT THE PROGRAM DEANS IN THE ACTIONS AND STRATEGIES RELATED TO THEIR WORK PLANS AND ACADEMIC INITIATIVES.

DUTIES AND RESPONSIBILITIES

- Evaluate and promote pedagogical innovations through relevant research and collection of data – ranking results, and assessing options.
- Coordinate meetings, communication, and research, with relevant participants (Committees, programs, Deans, departments, etc.)
- Assist in formulating surveys, tabulating results, and highlighting trends from said research.
- Collect data on special projects of an administrative nature (i.e. audit the implementation of college policies, and department work plans), tabulate, scrutinize, question, and analyze the results.
- Evaluate and promote pedagogical innovation using research, data collection, and analysis.
- Assist in the development of Quality Assurance processes and criteria in the academic sector including Program Deans Office Procedures.
- Provide Technical and Administrative Support to the Program Deans, their committees, projects, and programs/departments as assigned by Supervisor. i.e. Preparation of draft agenda, minute taking, follow up on action items, communicating with all departments concerned.
- Assist Program Deans in preparation for CRT (Allocation) process, i.e. by analyzing Clara data
- In conjunction with the appropriate administrative services, collect, verify, track, calculate, and enter internal and external faculty releases in Clara; create and maintain an annual spreadsheet on faculty allocation. Distribute information to Deans and College departments (HR, Research Office, RO).
- Compile year-end and statistical reports related to faculty releases and special projects and provide same to Human Resources and the Registrar's Office.
- Compile capital request submissions based on evaluation in conjunction with Program Deans; this may involve seeking out further information and liaising with all departments concerned.
- Monitor departmental budgets by regular verification of available budget amounts, highlighting any trends or

extraordinary transactions, and execute further analysis as may be required. Provide guidance and interpretation to Chairs re departmental budgets.

- Participate in the Evaluation of Teaching through the administration of surveys
- Research and compile data from the "Evaluation of Teaching" surveys; survey appropriate parties on relevant topics; prepare and present results to Program Deans.
- Assist Program Deans/Programs in the organization of academic events
- Manage data and information in accordance with established procedures for Deans and assigned departments and programs, ex. electronic archiving, managing committee, and program-specific portal communities, MS Teams, departmental drive, etc.
- Perform other related tasks as assigned by the supervisor, including providing administrative support to other activities in the academic sector.

EDUCATION: Diploma of college studies (DEC) in administration with an appropriate specialty or, in the office automation field, or a diploma or an attestation of studies that is recognized as equivalent by the competent authority.

SPECIFIC REQUIREMENTS

- Thorough knowledge of various computer applications, in particular, Windows environment including Word (advanced), Excel (advanced), and PowerPoint (intermediate)
- Ability to edit webpages using the WordPress web platform - Preferred
- Ability to use MS Outlook – including calendar and Office 365
- Ability to record minutes accurately and quickly
- Comprehensive knowledge of Omnivox and Clara - Preferred
- Thorough knowledge of college procedures, policies, and programs is preferred
- Advanced level of English - oral and written
- Intermediate level of French oral and written comprehension. Basic written
- Ability to multitask and take on new projects as needed
- Ability to organize work efficiently and accurately with minimum supervision
- High level of client service and diplomacy with students, internal staff and the public
- High level of confidentiality and discretion in dealing with sensitive issues
- Ability to produce effectively under pressure
- Ability to work well as a member of a team
- Ability to deal pleasantly and efficiently with people
- Problem-solving and analytical skills

Required Tests:

Testing may be required to demonstrate knowledge of:

- Word (advanced)
- Excel (advanced)
- PowerPoint (intermediate)
- English advanced (oral and written)
- French – intermediate oral, written comprehension, and basic written
- Problem solving and analytical skills

Organizational Unit

John Abbott College

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

10/17/2025

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.