

COMPETITION REFERENCE C23-24-SS-30

POSITION	Administration Technician Regular Full-time
DEPARTMENT	Academic Services
PREDECESSOR	Maryna Krylova
IMMEDIATE SUPERVISOR	Kelly McMahon
WORK LOCATION	325, boul. de la Cité-des-Jeunes, Gatineau (Québec) J8Y 6T3
TYPE OF HIRING	Full-time permanent position.
WORK SCHEDULE	35 hours per week Monday to Friday from 8 a.m. to 4 p.m.
SALARY	\$24.21 to \$32.32 per hour
MINIMUM QUALIFICATIONS	<ul style="list-style-type: none">➤ Diploma of collegial studies (DEC) in Administration, or a diploma or attestation of studies whose equivalence is recognized by the competent authority.➤ Must possess very good communication skills in both English and in French (oral, written and comprehension).➤ Experience with Microsoft Office is essential.
ADDITIONAL QUALIFICATIONS	<ul style="list-style-type: none">➤ Must possess excellent communication, organizational and interpersonal skills.➤ Must have excellent analytical and problem solving skills.➤ Must be diligent, dynamic, creative and detail oriented.➤ Must be able to work independently with minimal supervision and have the ability to work as part of a team.➤ Must be able to work effectively with respect to deadlines and produce accurate results.➤ Must be flexible and able to adapt quickly to different situations.➤ Must have a strong work ethic and exercise discretion.
<p>Interested candidates should submit their résumé, along with appropriate documentation ONLINE on our college website in the career page at http://www.cegep-heritage.qc.ca/manitou/.</p> <p>Click on the job posting, then click on "APPLY". You will be able to create an account and upload your resume and cover letter.</p> <p>Please note that only online applications will be considered.</p> <p>N.B.: Candidates may be required to submit to selection tests. Only those candidates selected for an interview will be contacted.</p>	
COMPETITION OPENS:	January 16 th , 2024
COMPETITION CLOSES:	January 28 th , 2024

cc: dossier posting Dept. Union Web

Heritage College applies an Equal Access program and encourages women, Aboriginal peoples, members of visible and ethnic minorities and handicapped persons to apply.

DESCRIPTION OF DUTIES

COMPETITION NUMBER	C23-24-SS-30
TYPE OF EMPLOYMENT	Administration Technician
CATEGORY	Support
DEPARTMENT	Academic Services
IMMEDIATE SUPERVISOR	Kelly McMahon
STARTING DATE	To be determined

SUMMARY

Reporting to the Associate Academic Dean - Registrar, the Administration Technician performs various technical level administrative tasks of an administrative nature related to Regular and Continuing Education.

In the area of school organization, he/she participates in the technical processes related to admission, registration and course confirmation, student records management and computerized files or other administrative duties.

In the area of finance management, he/she collects, analyzes and prepares data or information with a view to assisting in the budget preparation, production of the financial statements and purchases. He/she participates in the daily control of the budgets process. Will form part of the team that assists personnel and users in Academic Services.

DUTIES

Admission/Registration

- Performs operations and transmissions related to admissions and registration.
- Tracks validation.
- Ensures that the student records are accurate.
- Opens student files in Student Database.
- Provide assistance during the auditing process as required.
- Keeps the Management of Academic Services and the Registrar's Office informed by supplying different reports (i.e.: student registrations/admission process, outstanding fees and/or other related documents).
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Communications

- Communicates to students through various means as required.
- Requests refunds (Clara).
- Forwards form letters to be approved and signed by the Associate Academic Dean - Registrar and Admissions and Records Manager (Clara).

Québec Resident Dossier

- Applies MES rules based on information provided.
- Collects and verifies documents.
- Assigns the proper code in CLARA.
- Keeps the Associate Academic Dean - Registrar and Admissions and Records Manager informed of residency status of students.

Ministry Databases

- Orders reports and verifies them for accuracy, makes corrections as required (i.e.: Socrate, Charlemagne, SYSEC, ARIANE, etc.).

Transmission

- Transmits all required data in CLARA based on Ministry's operation calendar (i.e.: Socrate, SYSEC, SRAM, etc.)

Withdrawals

- Verifies the student's status in CLARA and calculates appropriate refund (i.e.: non-credit courses).
- Prepares and requests refunds.

Final Marks

- Prints and forwards reports for grades not submitted to Academic Services.
- Follows-up with faculty concerning IT or IN marks.
- Enters the marks into CLARA.

Graduation/ SYSEC (Système des Sanctions des études collégiales)

- Transmits, reviews and corrects all information related to "Les objectifs et standards atteint» (OSA).
- Runs AEC simulation for each student once their work term marks are received.
- Provides the report of AEC's refused to the Associate Academic Dean - Registrar and Admissions and Records Manager for correction of the Program Grid or confirmation that the student will not be graduating.
- Transmits AEC certification to SYSEC.

- Brings errors to the attention of the Associate Academic Dean - Registrar and Admissions and Records Manager.
- Provides copies of the report of AEC's granted to the Secretary to the Board, etc.

Other Related Duties

- Advises Administrative Support Agents regarding the execution of their duties.
- Performs related duties as required.
- Assists in the general operation of the office.