The University of Guelph is committed to equity in its policies, practices, and programs, supports diversity in its teaching, learning and work environments, and ensures that applications for members of underrepresented groups are seriously considered under its employment equity policy. All qualified individuals who would contribute to the further diversification of our University community are encouraged to apply.

Forbes includes U of G Among Canada's Best Employers

Professional and Managerial Group

The University of Guelph - Ridgetown Campus is seeking an experienced Student Services Coordinator to support the Campus’ mission to be a leader in applied research, teaching and training. This position is a ten month, full-time, continuing appointment located in Clinton, Ontario at REACH Huron. The Coordinator will support both the Associate Diploma Equine Care and Management program and the Performance Handler Certificate.

Reporting to the Associate Director (Academic), the Coordinator is responsible for supporting and actively managing students throughout their learning journey in the Associate Diploma Equine Care and Management program and the Performance Horse Handling Certificate. The incumbent will work both independently and in partnership with the academic and administrative teams to provide a seamless and engaging student experience. The incumbent provides a bridge between REACH Huron and the University of Guelph - Ridgetown Campus and is focused on delivering services efficiently and effectively to students, instructors, staff and other stakeholders. The incumbent is responsible for processes that support academic and administrative leadership, student development and success, student recruitment and orientation, and general administration. Specific tasks include: instructor on-boarding; programming for student development and student success, including but not limited to AODA accessibility; OSAP coordination; career services; community liaison; and student health & wellness support.

Requirements for the position include: Bachelor’s degree and a minimum of three (3) years of progressive related experience or an equivalent combination of education and experience. Preference would be given to an individual possessing an undergraduate degree in Bio-Resource Management – Equine Management or Bachelor of Science in Agriculture. The successful candidate must have excellent organizational, time management, problem solving, presentation and communication skills. Experience with student mentorship is considered a valuable asset. The successful candidate must have excellent interpersonal skills and be able to exercise initiative, tact, and diplomacy when dealing with students, instructors and staff. Strong skills in various software programs, including but not limited to Excel, Word, Power Point, and Outlook, is required. Further, the successful candidate must be familiar with and be able to operate office equipment including photocopiers, scanners, and LCD projectors. Confidentiality must be maintained in all aspects of this position.
Equine Programs Student Services Coordinator
Published on Human Resources (https://www.uoguelph.ca/hr)

Position Number 0462-070
Classification  P03*

Professional/Managerial Salary Bands [2]

*Tentative evaluation; subject to committee review

Posting Date: 2017 07 05
Closing Date: 2017 07 18

Source URL: https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/equine-programs-student-services-coordinator

Links
[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply