Co-op Process Administrator

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Office, Clerical and Technical

Position covered by the Collective Agreement with USW Local 4120

Co-operative Education & Career Services, Student Affairs

Hiring #: 2017-0597

Please read the Application Instructions [1] before applying

Co-operative Education & Career Services (CECS) is a critical department of the Division of Student Affairs and provides services to all students throughout their undergraduate and graduate careers as well as to Alumni. CECS represents the University’s primary support services for students and alumni regarding academic, career and vocational direction and employment. CECS staff persons provide career development, student employment and co-operative education programs and services and facilitate experiential learning opportunities to foster the career achievements of University of Guelph students and alumni. These services include the main functional areas of career planning, further education planning, job search planning, on-line career development programs, employer experience, employment events, on-campus recruiting, job posting services and co-operative education programs.

Reporting to the Supervisor, Systems & Process, the Co-op Process Administrator will provide valuable support & insight in the following areas:

- The ongoing activity of over 3000 co-op students registered in the program from point of admission through First Year Review to co-op certification
- Administrative duties including Tax Credit Letters, Work Term Course Registration, Work Report and Work Performance Grade Submissions
- The turnover of the Recruit Guelph system each semester ensuring stakeholder usability is maintained
- Tracking co-op work permit documentation for International Students, ensuring the student can participate in the employment process
- Approving co-op fee billing and crediting for the co-op student population ensuring that fees have been accurately assigned or refunded each semester
- Works closely with the Co-op Faculty Advisors at the start and end of each semester to ensures Recruit Guelph work records have been updated correctly and reflects the accurate work report statuses for a given semester
- Run and provide analysis of employment process reports and student enrolment statistical reports semesterially and annually
- The Co-op Process Administrator also provides secondary vacation/back-up for the other CECS business operations team members

Requirements of the position include:

- Up to a 2-year college diploma in a relevant field of study; undergraduate degree preferred
- Two years’ experience in administrative support work and client services, preferably in a work environment related to student service, human resources or employment assistance;
Excellent business writing and oral communication skills are essential;
Proficiency in MS Office including Word and Excel, is required;
Advanced skills with database systems is necessary;
A high degree of accuracy and attention to detail is required;
Possesses tact and diplomacy with the ability to interact with a wide range of client groups;
Self-starter and self-motivated, with the ability to prioritize and work both independently and as a team.

Position Number       114-032
Classification               USW, Local 4120 Salary Band 4*
Salary Range  $22.45 Minimum (Level 1)
               $25.09 Normal Hiring Limit (Level 3)
               $30.37 Job Rate (Level 7)

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

At the University of Guelph, fostering a culture of inclusion [2] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

*Tentative evaluation; subject to committee review.

**Posting Date:** 2017 11 21
**Closing Date:** 2017 11 28

**Source URL:** https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/co-op-process-administrator

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