Program Coordinator

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Professional and Managerial Group

Program Coordinator

Centre for Business and Student Enterprise, College of Business and Economics

Temporary full-time from March 1, 2018 to June 30, 2019
Temporary absence of the regular incumbent

Hiring #: 2018-0048

Please read the Application Instructions [1] before applying

The Centre for Business and Student Enterprise (CBaSE), housed within the College of Business and Economics (CBE) at the University of Guelph is responsible for the administration, coordination and delivery of the University of Guelph's entrepreneurial programming and the Hub Incubator. The Program Coordinator provides oversight and coordination of all logistics functions of the programs and is responsible for the recruitment of prospective students and clients.

The Program Coordinator supervises the Intern and Peer Helpers to ensure the efficient and effective delivery of courses and programs to students. This includes involvement with course materials, co-curricular activities, and the coordination of special events. The Coordinator is responsible for program impact reporting and financial management. The Intern and Peer Helpers will report directly to the Program Coordinator and he/she is responsible for establishing and maintaining a healthy and productive work environment that is inclusive, engaging and consistent with the values of the institution.

The Program Coordinator has regular contact with prospective clients, students, current students and alumni (both for co-curricular activities and for-credit courses). Professionally representing the programs at information sessions, trade shows and through social and traditional media is a critical aspect of this role. A client service orientation is a critical component to the success of this role as well as the ability to role model this service orientation to other staff within the office. The role will require someone who can work some irregular hours, who is highly flexible and adept at working in a fluid work environment, where change and evolution is a constant.

The Program Coordinator will be involved in the delivery of the CBaSE marketing strategy with a keen eye to budget. The Coordinator recruits prospective clients and students and is accountable for achieving yearly enrolment targets. Providing information and support during the application process is critical to ensure high quality applicants and that recruitment targets are met for each cohort with an adequate number of successful admissions. The Coordinator administers applicant files and is accountable for follow up to ensure that all clients and applicants' files are completed and properly prepared for review.

Requirements of the position include: an undergraduate degree in business or a related field, and a minimum of three years' experience or an equivalent combination of education and experience. A Master’s degree in a related field would be considered an asset. The ideal candidate will have a strong service orientation, exceptional organizational, interpersonal and communication abilities as well as the ability to work collaboratively with faculty and staff. The incumbent must possess computer skills including knowledge of database software, word processing and social media tools. The ability to use Adobe Acrobat would also be considered an asset. The ability to exercise sound decision making in response to changing circumstances, the ability to problem solve, work independently and in a collaborative manner, and excellent communication and interpersonal skills are essential.
judgment, tact and diplomacy, set priorities and manage budgets is also required.

Covering Position Number  195-026
Classification  P03*
Professional/Managerial Salary Bands [2]

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 [3] 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

**Posting Date:** 2018 01 31  
**Closing Date:** 2018 02 07

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