Program Logistics Coordinator

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Office, Clerical and Technical
Position covered by the Collective Agreement with USW Local 4120

Open Learning and Educational Support
Temporary full-time from May 2022 to March 2023
Hiring #: 2022-0349

Please read the Application Instructions [1] before applying

Open Learning and Educational Support is an integral part of the University of Guelph's learner-centered and research-intensive mission. As leaders in education, we create innovative and relevant educational opportunities that meet the learning needs of a local and international audience. We are guided by learner-centered principles that are reflected in our diverse programs and rich learning experiences for traditional and lifelong learners. We intentionally integrate pedagogy with technology in the design, development and delivery of our educational programs. Through research and collaboration, we engage in scholarship to advance the teaching and learning mandate of the University.

Reporting to the Manager, Business Operations, the Program Logistics Coordinator works with the Managers, Program Development (MPD) to concurrently organize and execute logistical plans for Open Learning and Educational Support non-degree programs, including professional training programs, online, blended and remote programs, evening and weekend courses, and large conferences offered throughout the year.

Duties include executing all logistical aspects of a program portfolio, ensuring tasks are completed within appropriate timelines; maintaining and updating logistical data including status of work, historical course information, contracts, on project management software; sourcing, communicating and managing supplier relationships for the purchase of materials and logistical arrangements; creating and updating instance of course offerings on the registration platform; preparing and distributing course communications to students; coordinating the venues, registration and check in for all face-to-face courses; providing on-site logistical support for face-to-face courses and offerings; preparing and distributing instructor contracts and honoraria payments; administering and summarizing course evaluations; verifying final grades in the student registration platform; preparing formal graduate records including certificates, diplomas and record of attendance; assisting in the preparation of program budgets, administering procurement processes and investigating discrepancies as required; preparing reports, maintaining accurate records and other duties as assigned.

The successful candidate will have a Community College Diploma preferred with several years of experience in event management/coordination/administration or an equivalent combination of education and work experience. University degree would be an asset. The Program Logistics Coordinator must be able to work independently in a proactive, efficient, accurate and professional manner; have proven organization, prioritizing, multi-tasking, time management, communication, problem solving, customer service and interpersonal skills; be skilled and proficient with MSOffice; be detail oriented, able to build and foster effective relationships, and be able to use judgement and initiative when dealing with situations in which they have never come across before. The ability to work extended hours to complete duties within deadlines, or to respond to last minute requests is occasionally expected. Some evening and weekend work may be required. Some lifting is required.

Classification USW, Local 4120 Salary Band 4
Normal Hiring Range $23.83 - $26.63 per hour

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.

Posting Date: 2022 05 16
Closing Date: 2022 05 24

Source URL: https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/program-logistics-coordinator

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