

Academics Support Officer

St. Joseph's College (SJC) has an exciting opportunity for an Academics Support Officer. This is a 1.0 FTE position (35 hours/week) and provides a competitive salary, excellent benefits, and an employer-contributed pension. On-site work is required, but there is flexibility for a limited work-from-home arrangement.

Reporting to the Vice-President (Academic) and Dean (VPAD), this team member will be responsible for administrative support to the Office of the VPAD and St. Joseph's College Academics. The Academics Support Officer plays an important role in the smooth operation of SJC Academics, supports the Office of the VPAD in accomplishing its targets, builds and maintains relationships with counterparts at the University of Alberta, and supports students in their selection of SJC courses and programs.

The successful candidate will be a skilled professional with administrative experience whose track record demonstrates the following: excellent written and verbal communication skills; judgement and discretion; ability to work on multiple assignments; ability to quickly shift priorities; solution-focused and detail-oriented; ability to work independently or collaboratively as the situation dictates. The successful candidate will demonstrate a concern for student success, ensure that the administrative structures and processes are in place for the smooth operation of SJC Academics, and understand and appreciate the role of a Catholic approach to the Liberal Arts and Education in the context of a major public research university.

Responsibilities/Activities

- **Administrative Support:**
 - Provide administrative support to the VPAD including scheduling meetings, drafting agendas, and maintaining calendars and event schedules. Some limited support to College academic staff.
 - Prepare materials for Faculty Council (or Senate), record and transcribe minutes and track action-items.
 - Prepare materials and/or provide administrative support for various other Academic committees.
 - Ensure updated and accurate Academic materials on College intranet and website.
 - Assist with and participate in Academic event organizing.
 - Liaise with relevant contacts at the UofA, maintaining and growing professional relationships and networks.
 - Other tasks as assigned within the VPAD office.
- **Coordination of Academic Cycle:**
 - Effective use of Campus Solutions to ensure smooth running of SJC courses.
 - First point of contact for general inquiries into SJC Academics, including students and external stakeholders.
 - Coordinate College certificates from application to completion. Assist in administration of any future academic programming.
 - Assist in developing the annual course timetable in collaboration with the VPAD and academic staff.
 - Support instructors through the academic cycle advising of key deadlines, deliverables, templates, and policies in collaboration with UofA staff. Timely responses to instructors and students as questions arise. Assist with onboarding new instructors.
 - Produce reports, review course syllabi, assist with the final exam schedule, process grade change requests, confirm SPOT survey delivery & response, track grade approvals and other course management tasks through the year in collaboration with the VPAD and UofA staff.

- Advise the VPAD on University procedures and policies regarding the Academic Calendar.
- Ensure that the cycle of new and old courses, course reviews and related matters are complete with regard to UofA deadlines.
- Coordinate TA requests and payment.
- Keep abreast and trained on relevant technology needed in the support of the systems for SJC courses and programs.

Minimum Qualifications

- A post-secondary degree (B.A., B.Ed, M.A. or M.Ed) related to one of the fields in which St. Joseph's College Academics teaches and researches (e.g., Liberal Arts broadly construed and/or Education) is strongly preferred. Other candidates will be considered, if balanced with relevant and substantial experience.
- Office administrative experience. Experience in a post-secondary context is an asset.
- Excellent computer skills within the domain of the MS Office suite, Google suite, and the ability to learn the UofA PeopleSoft/Campus Solutions system.
- Pre-existing knowledge of Campus Solutions and UofA academic policies is an asset.
- High attention to detail.
- Excellent written and communication skills.
- Strong planning and organizational skills.
- Ability to multi-task.
- Ability to work independently.
- Strong focus on student success.

Applications Open ...

If you are interested in this opportunity, please forward your resume, including a cover letter, and the names/contact for three references to sjcdean@ualberta.ca. The opportunity will remain available until a successful applicant is selected. We thank all applicants for their interest; however, only those selected for an interview will be contacted. Applications will begin to be reviewed Jan 01, 2024.

Compensation

\$51,067 – \$71,411 (St. Joseph's College Administrative Officer, level 1)

Our Mission: St. Joseph's College is a University community of Catholic higher education, rooted in the Gospel, dedicated to helping all people discern truth and build the common good.

About St. Joseph's College

St. Joseph's College is an affiliate Catholic college located at the heart of the University of Alberta, the province's premier research institution. We support students in their development as whole people by offering University credit courses that explore the unity of faith and reason, and by providing a safe, inclusive community through our residence and Campus Ministry. At St. Joseph's College, students are empowered to ask big questions, build lifelong relationships, and develop a faith that is authentic and their own, and they go out into the world with the tools and vision to help bring about the common good.

In the spirit of reconciliation, St Joseph's College respectfully acknowledges that we gather on Treaty 6 territory, traditional lands of First Nations and Métis people.

For more information about St. Joseph's College, please go to: <https://www.ualberta.ca/st-josephs/index.html>