MARGARET MACMILLAN TRINITY ONE PROGRAM COORDINATOR

Appointment Type: Permanent PT (.80 FTE)

Classification & Salary: Administrative: 09N: ($3,809 per month)

Reports to: The Raymond Pryke Chair, Director of the Margaret MacMillan Trinity One Program

Position Summary: The Margaret MacMillan Trinity One Program Coordinator will coordinate the activities of the Trinity One program, admissions and registration; assist with the administrative needs of faculty and students, understand the goals and curricula of the program, be knowledgeable of policies and procedures and establish project work plan and calendar or schedules; provide advice to students, serve and liaison and act as a resource person by performing research, providing documentation and preparing reports.

Key Responsibilities:

• Serve as the first point of contact for the Trinity One program receiving/screening calls, emails and visitors to the program; answering queries and handling problems as appropriate, dealing with members of the College administration, students, staff of the College and contacts external to the College.

• Attend Trinity One faculty meetings to minute proceedings, prepare agenda and administrative support services.

• Regularly review and update the website, materials and brochures, liaise with the Director of Communications, and with printers/designers, as required, update changes in the programs, courses offered, faculty, student groups and other links;

• Maintain all correspondence and records for the program, ensure all program records and files are accurate and complete.

• Assist drafting internal and external correspondence, scheduling meetings, conferences and appointments based on knowledge of program activities and/or upon request, maintain calendars, prepare background files for meetings.

• Provide administrative counselling and factual information to students and applicants regarding program requirements, refer students to appropriate resource person for further assistance and direction.

• Interact and correspond with prospective applicants and families providing information for Trinity One and Trinity College.

• Advise current students regarding their course enrolment status, registration status, program of study enrolment and the academic timetable.

Education and Experience: University degree preferred, and/or acceptable combination of education and relevant experience. Administrative experience within a University or College environment an asset. Knowledge of University student record system and of the University of Toronto in general is an asset.

Skills: Independent work habits and organizing strengths, accuracy, excellent advising skills, effective writing skills, professional and timely email correspondence, friendly and discrete manner, ability to handle frequent interruptions and a variety of overlapping tasks, some flexibility in work hours, P.C. computing skills, HTML and web skills. Knowledge of Office software.

Submit resume and covering letter to: https://secure.trinity.utoronto.ca/Resume/?Stream=Trinity+One+Program+Coordinator

Job Posting: Wednesday July 25, 2018

Applications will be accepted to: Wednesday August 15, 2018 at 4:00 p.m.

We thank all applicants for their interest in this position. However, only those selected for an interview will be contacted.