



Regis College

Jesuit School of Theology in Canada

La Faculté Jésuite de Théologie au Canada

100 Wellesley Street West

Toronto ON M5S 2Z5

PERMANENT EMPLOYMENT OPPORTUNITY

Administrative Assistant to the Academic Dean

Regis College is a Catholic, Jesuit school of theology, affiliated with the University of Toronto through the ecumenical Toronto School of Theology. Offering Master's and Doctoral degrees, it aims to form women and men for ministry and service in the Church and society according to the charism and traditions of the Society of Jesus and insights of the Spiritual Exercises of St. Ignatius of Loyola.

Purpose: Reporting to the Academic Dean, this full-time permanent position is the Administrative Assistant to the Academic Dean and in that capacity also oversees the student admissions process in cooperation with the Registrar, also assisting her with administrative tasks, provides IT and event support, and supervises front desk assistants.

Responsibilities:

- Provide administrative support to the Academic Dean.
- In co-ordination with the Registrar, oversee the admissions process from receiving and responding to program inquiries to managing the applications for continuing education programs, certificates, and degree programs.
- Administer the online course evaluation process.
- Enter grades into the ROSI system.
- Supervise and train front desk assistants and act as their backup.
- Support internal and external events with the Office of the President, Dean and Registrar. This may require occasional evening or weekend presence at the College.
- As the main contact for the college's IT provider, support faculty and staff with routine technology needs; assist with AV needs and monitor the security cameras and doors.
- Liaison with the UT Help Desk and/or the college's IT provider on college matters.
- Responsible for processing incoming and outgoing College mail and for the maintenance and stocking of college printers and postage machine.
- General office duties include mail distribution, maintain the NEON database, schedule the building for classes and events, oversee the bulletin board, keep the buttery stocked and tidy, monitor and replenish Green Shift and office supplies.
- Member of the college Health and Safety Committee.
- Other duties as assigned by Academic Dean.

Qualifications:

- Must have completed a university degree.
- Proven success in providing effective and courteous frontline customer service.
- Excellent oral and written communication skills.
- Solid knowledge and ability to troubleshoot IT difficulties associated with general office equipment, classroom technology and computers.
- Demonstrates integrity, initiative, flexibility and professionalism.
- Display tact and confidentiality especially in matters related to the access of student and faculty records.
- Familiarity with Microsoft software programs and a willingness to learn institution-specific software.
- Ability to multi-task and meet deadlines with attention to detail.
- Experience in an academic environment preferred.
- Some knowledge of French preferred.

To apply, please submit your resume and cover letter in MS Word or PDF format to julie.cachia@utoronto.ca. A review of applications will begin Tuesday September 8, 2020.

We anticipate October 5, 2020 as the start date for the successful candidate.

We thank all applicants for their interest, however only those candidates selected for an interview will be contacted.

Regis College complies with the Accessibility for Ontarians with Disabilities Act (AODA) and will provide reasonable accommodations to individuals with disabilities. If contacted for an interview, and accommodations are needed, please inform us at that time.

August 21, 2020