



## Regis College

*Jesuit School of Theology in Canada*

*La Faculté Jésuite de Théologie au Canada*

100 Wellesley Street West

Toronto ON M5S 2Z5

### **EMPLOYMENT OPPORTUNITY**

## **Administrative Assistant in the Office of the President**

**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 Projects Officer, Office of the President, this full-time, one year contract position contributes to the teamwork culture of the Office of the President and supports a variety of administrative and other tasks in the areas of building operations, student admissions, development, finance, outreach, and communications. This includes the collection and analysis of data, and the maintenance of electronic and physical files, as well as IT and event support and ad hoc projects.

### **Responsibilities:**

- Provide administrative support to the Office of the President, including scheduling meetings, maintaining donor relations, processing student admissions applications, data entry and maintenance, and editing.
- Receive and respond to enquiries from present and potential donors, and organize records of donors and donations
- Coordinate the admissions process in collaboration with the Registrar: respond to applicant enquiries concerning programs and application processes, process applications through our online portal, draft correspondences to admitted students.
- Provide administrative support in budgeting and finance, including data entry, depositing of funds, and maintaining financial records
- Act as backup for Front Desk Assistants: coordinate door schedule with U of T Security and Access, process incoming and outgoing mail, maintain classes and events schedule, monitor bulletin board, keep the buttry stocked and tidy, etc.
- Support faculty and staff with routine IT needs and troubleshooting, assist with AV needs. Liaison with the U of T Help Desk and/or the College's IT provider
- Support internal and external events with the Office of the President, Dean, and Registrar such as convocations, orientations, and open houses (this may require occasional evening or weekend presence at the College)

- Support the Projects Officer with ad hoc research, writing, editing, and other projects
- General office duties: monitor and restock printers, postage machine, and office supplies
- Other duties as assigned by the President and Projects Officer

## **Qualifications:**

- Must have completed a university degree
- Proven success in providing effective and courteous frontline customer service
- Excellent oral and written communication skills
- Demonstrates integrity, initiative, flexibility, and professionalism
- Displays tact and confidentiality, especially in matters related to the access of student and faculty records
- Ability to multitask and meet deadlines with attention to detail
- Comfortable troubleshooting IT difficulties associated with general office equipment, classroom technology, and computers
- Proficient in Microsoft Office and willing to learn institution-specific software
- 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 to Daniel Hauge at [daniel.hauge@utoronto.ca](mailto:daniel.hauge@utoronto.ca), by August 15, 2022. Applications will be reviewed as they are received.**

**We anticipate September 7, 2022 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.*