

**JOB OPPORTUNITY
SUPPORT, REGULAR PART-TIME (RPT)
Degree Transfer Officer**

Competition #: 19RPT-844

Department: Degree and Credit Transfer Office

Location: Multiple Locations

Position Type: Permanent, Part-time

Start Date/Contract Dates: ASAP

Pay Range: Payband 8 (\$19.03 - \$27.91)

Hours: 24hrs/week (approximately 3 days/week)

Posting Dates: November 28, 2019 – December 5, 2019

Position Summary:

Reporting to the Manager, Degree & Credit Transfer, the incumbent provides support for multiple campuses in the form of degree transfer and graduate studies advisement, on campus events and workshops, program and pathways inquiries from internal and external sources, and a variety of organizational and administrative duties to ensure the smooth running of various events and services provided through the Degree and Credit Transfer Office.

Responsibilities:

Outreach, Advisement & Engagement

- Advises current, prospective students and alumni on pathway options as well as graduate studies opportunities available at partner institutions or within Seneca
- Liaises with partners and prospective partners on pathway options and program offerings
- Utilizes resources such as websites, social media, hard copy and provincial databases (ontransfer.ca) to support students
- Creates and delivers workshops and develops new and innovative resources to support students wishing to pursue further education
- Liaises with faculty and student advisors regarding internal and external pathways and program updates
- Responds to a variety of transfer related inquiries via email and phone
- Participates in College wide events such as Open House, Orientation, and Information Fairs.
- Assists with the organization and execution of Degree Transfer events in consultation with the Degree Transfer Coordinator

- Maintains confidentiality, diplomacy and tact regarding internal and external relations and student information.

Communication & Information Management

- Works with the Degree and Credit Transfer Office team to establish and implement new and innovative communication strategies and promotional materials
- Assists with the annual update and review of Seneca's Degree Transfer Guide Publication both online and hardcopy
- Provides information updates for the Degree and Credit Transfer Office Website
- Updates the departments agreement database as new agreements are signed, and current agreements are coming to expiry

Other

- Other duties as assigned
- Travel to other campuses will be required on a weekly basis

Qualifications:

Education

- A minimum of a 3 year advanced diploma or degree in a relevant field such as education, marketing, public relations, social sciences, event management and/or communications.

Experience

- Minimum of 1-year experience planning events, managing projects and coordinating multiple tasks within a college, university or education setting.
- Experience providing advisement in the form of 1:1 or through the delivery of workshops required
- Ability to demonstrate a thorough understanding of undergraduate level and graduate level admissions within the post-secondary level system required

Skills

- Highly developed on-line and microcomputer skills such as Microsoft Word, Excel, Access, Outlook and PowerPoint
- Excellent attention to detail
- Strong customer service orientation, creative thinking, initiative and problem-solving abilities.
- High level of time management and multi-tasking skills, ability to work independently and within a team.
- Must have excellent interpersonal, communication and presentation skills (both verbal and written) and the ability to interact effectively within the College's multi-cultural/racial/able student, staff and faculty population.

Note: A skills assessment test will be administered during the recruitment process.

Seneca College is committed to diversity and encourages applications from qualified candidates, especially indigenous persons, members of sexual minority groups, visible minorities, women and persons with disabilities. If you require accommodation during any part of the recruitment process, please contact jobs@senecacollege.ca.

To Apply: Please submit your application online via [Seneca's Internal Careers Page](#).

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