

Program Support Officer *RE-POST*

Department:	Registrar's Office	Competition #:	23-SS-01
Campus:	South - Windsor	Classification:	Atypical Clerk General
Posting Type:	Internal/External	Pay band:	F
Status:	Term Position until October 30, 2023	Hourly Rate:	\$28.56 – \$33.11
Position Testing:	No	Hours Per Week:	35 Hours/Week Monday to Friday, 9:00am-5:00pm
Clerical Testing:	Yes		
Start Date:	As soon as possible	Closing Date:	Friday, January 20, 2023 by 4:30pm

St. Clair College is seeking an experienced and motivated professional who shares our commitment to quality and student success.

POSITION SUMMARY:

The incumbent is a member of a team within one of the established “*Program Clusters*” who is responsible for a number of specific College programs. Responsibilities of the incumbent encompass all aspects of Student Applications, Admissions, Registration, Student Records, and related operations such as: Graduation Eligibilities, Grade changes, Drops/Add, Withdrawals, and monitoring of all academic regulations, etc.

The incumbent shall be the “*Program Expert*” and therefore must be extremely knowledgeable in all College regulations, policies and procedures for all campuses in all academic activity. They will act as the specific program resource to faculty, academic chairs, managers, students and potential clients. During peak periods regular shifts may be altered to accommodate customer/client volume.

CORE DUTIES & RESPONSIBILITIES:

Admissions The incumbent is responsible for the processing of applications as identified in their Cluster, received internally and those received from the Ontario College Application Service.	35%
Student Records <ul style="list-style-type: none"> Preparing, maintaining, and processing of student records. Processing and recording withdrawals, while determining refund eligibility and initiating the process. Performs the maintenance and processing of grades. 	25%
Registration Registers St. Clair students in all College activity (Post-Secondary, Continuing Education, etc.).	20%
Information Resource The incumbent acts as a resource person and provides feedback and recommendations to administration regarding functions, tasks, policies, procedures as they directly, or indirectly relate to the Registrar's Office.	15%
Other duties as assigned	5%

MINIMUM QUALIFICATIONS (SKILLS REQUIRED):

EDUCATION The ideal candidate possesses a two (2) year diploma in Office/Business Administration, or equivalent.
EXPERIENCE The ideal candidate must possess a minimum of two (2) years' experience in the College System, including expertise with the student information system and academic delivery. The incumbent must have a thorough knowledge and understanding of all College activity, including detailed program and course offerings.

In order to be considered, internal applicants must be in good standing as defined in the College's Recruitment & Selection Policy.

ANALYSIS & PROBLEM SOLVING <ul style="list-style-type: none"> Student interested in a specific program but did not pursue traditional method of applying to the program of choice. Student wishing to return to the College to complete Program requirements. Student applying for admission from outside Ontario.
PLANNING/COORDINATING <ul style="list-style-type: none"> Preparing, maintaining, and processing student records. Processing applications received from the Ontario College Application Service (OCAS) and those received internally. Provides feedback/recommendations to College administration regarding functions, tasks, policies and procedures related directly or indirectly to Registrar's Office.

Please forward your resume quoting the competition # by online application at <https://www.stclaircollege.ca/careers/apply>. This link includes those who have worked for the College within 1 year of this posting. Resumes must be received prior to the closing date and time.

All active internal applicants **MUST** apply through the St. Clair College online application system: <https://www.stclaircollege.ca/careers/apply>.