

SAMPLE JOB POSTING
for an Administrative and Supervisory Personnel Association (ASPA) position

Family & Phase:
Employee Group: ASPA

Position Title:
College / Admin Unit: College of Medicine
Department / Section: Dean's Office

Status: Term
Duration: One year term with the possibility of extension
Full-Time Equivalency (FTE): 1.0 FTE, may include evenings and weekends
Salary Range: \$ to \$ per annum

COMPETITION NO.: HRD will complete
(must quote on application)

Posting Date: May 5, 2004
Closing Date: May 11, 2004

PRIMARY PURPOSE: To coordinate, develop and direct student-related recruitment and retention services within the Faculty.

NATURE OF WORK: Reporting to the Dean of Medicine, this position exercises discretionary decision making; establishes and maintains the level of professional relationships that support exceptional collaboration and problem solving; and builds working relationships with various stakeholders including students, parents, faculty, and the community. This is a high volume position and requires the ability to work under pressure in a fast paced environment, balances competing deadlines and multi tasks

ACCOUNTABILITIES: Supervising a team of four support staff positions, this position coordinates and directs practicum, volunteer work and related opportunities including preparation of guidelines, measurement and evaluation; coordinates and directs career processes and development programs and services; works collaboratively with Career Services and has involvement in student recruiting activities; provides leadership to foster a strong sense of community among faculty, staff and students; and represents the Faculty on cross-functional University student recruitment committees.

Tasks and Duties: Updates and distributes recruitment brochures; networks with the Saskatoon Business community; responds to telephone and in-person inquiries; attends monthly Career Services meetings; and develops marketing materials for career fairs and website.

QUALIFICATIONS

Education: A Bachelors degree or equivalent; expertise in career development and/or administration and management.

Experience: Comprehensive knowledge of the Student Information Systems

Skills: Proven Microsoft Office application skills; the ability to work within a team and possess strong marketing, creative thinking and problem solving skills; effective interpersonal and communication skills both written and verbal; proven vision and initiatives skills; and the proven ability to work on multiple projects with competing demands to meet deadlines