



VACANT POSITION: STSV-104 **COORDINATOR, STUDENT SERVICES**

Date: April 1, 2019
Position: Coordinator, Student Services
Department: Student Services
Supervisor: Monique Magnan, Director, Student Services
Classification: Administrator, Class 6

NATURE OF WORK

Reporting to the Director of Student Services, the Coordinator of Student Services is responsible for the coordination, supervision, evaluation, development and implementation of programs, services and operations of the SAAC Center (Accessibility), Health Services, Counseling Services, Financial Aid, Employment Center, and ATE (Alternance-Travail-Études).

RESPONSIBILITIES

- Assume full responsibility for the coordination and supervision of the day to day operations of the above listed services, including hiring, training, supervision and evaluation of staff, as well as managing and controlling budgets in areas of assigned responsibility
- Attend provincial meetings of CCSI (Centre Collégial de Soutien à l'Intégration), as Coordinator of SAAC
- Liaise with the CLSC in relation to Health services offered at the College
- Prepare, allocate and manage Student Activity Fees budget related to his sector of activities
- Ensure that practices, procedures and policies developed in collaboration with the Director of Student Services and the College are carried out in the assigned areas of responsibilities, and advise the Director of Student Services on issues and concerns arising from the application of procedures and policies
- Collaborate with the Director of Student Services in the resolution of issues dealing with student discipline and in the application of the Code of Conduct with a high level of professionalism
- Coordinate and implements programs, services and activities designed to promote student success, retention and engagement
- Oversee the hiring of students in the areas of assigned responsibility and the management of respective budgets.
- Serve as a representative of Student Services on committees, task forces and working groups assigned by the Director of Student Services
- Other related duties assigned by the Director of Student Services

QUALIFICATIONS

- Bachelor's degree in a field of study relevant to at least one aspect of Student Services
- 6 years of relevant experience, preferably at the management or professional level
- Demonstrated ability to manage a significant budget
- Excellent interpersonal, communication and organizational skills
- Demonstrated ability to work both independently and as a member of a team
- Ability to communicate and work effectively with students
- Intermediate knowledge of Word, Excel
- Advanced language skills in both English and French

SALARY RANGE: \$73,515 to \$98, 017 per annum (April 1, 2019)

NON-SALARY BENEFITS: Participation in the CARRA-administered RRPE pension plan; participation in the group medical and dental insurance plans; a generous vacation allowance and statutory holidays; and other benefits including professional development opportunities and free access to College courses.

DEADLINE TO APPLY: APRIL 30, 2019 AT 5:00 P.M.

All applications must be submitted on-line via our website with a cover letter describing your vision and motivation for this position at: <https://www.dawsoncollege.qc.ca/human-resources/>

We thank all applicants for their interest in Dawson College, but only those selected for an interview will be contacted. Dawson College adheres to an equal access employment program and, as such, encourages women, Aboriginal people, visible and ethnic minorities, and persons with disabilities to apply.