

McGill's First Peoples' House Administrative Coordinator Position

[Click here to apply](#)

Please refer to the [How to Apply for a Job \(for External Candidates\)](#) job aid for instructions on how to apply.

McGill's First Peoples' House provides a sense of community and a voice to Indigenous students who have left their home communities in order to pursue higher education. It is our hope that the education that Indigenous students receive here at McGill will benefit their communities. We welcome all Indigenous students including Métis, the Inuit, & First Nations (both "status" & "non-status"), Maori and Aborigines.

To find out more about the First People's House, please visit us at www.mcgill.ca/fph

Position Summary:

Under the direction of the immediate supervisor, provides administrative and secretarial support. Participates in ensuring the smooth functioning of the unit's operations. Acts as resource person for policies and procedures. Administers unit accounts. Assists in the organization of unit activities. Responsible for documents and files of the unit. Maintains computerized information systems.

Major Duties and Responsibilities:

- (i) Acts as resource person regarding the unit's policies and procedures. Resolves problems within area of responsibility. Consults relevant documentation and liaises with appropriate resource persons to obtain and provide information on diverse and complex issues.
- (ii) Participates in ensuring the smooth functioning of the unit. Recommends procedural changes to enable unit to function more effectively. Collaborates with supervisor and others in establishing work priorities. Follows up on and ensures appropriate implementation of decisions made by supervisor.
- (iii) Updates, prepares and coordinates publication of documents such as publicity brochures, departmental handbooks, and annual reports. Drafts correspondence and other short documents of a complex nature. Formats documents and edits for grammar, spelling and accuracy. Takes notes and types various documents such as correspondence, reports, memos. Signs certain documents.
- (iv) Administers accounts for unit. Prepares budgets or budget proposals. Monitors and reconciles various accounts, statements, and reports. Identifies and analyses discrepancies and errors. Corrects errors and follows up on problems. Records expenses and provides account statements on request.
- (v) Compiles information in order to prepare grant applications, liaises with other institutions in this compilation, and coordinates their submission. Acts as a resource person concerning internal policies and procedures and those of granting agencies. Ensures information is complete and that the guidelines are followed.
- (vi) Maintains personnel files and completes documentation for payment, postings, appointments, promotions, nominations, sabbatical leaves, and absences, and other administrative forms. Explains procedures to follow. Ensures that deadlines are met.
- (vii) Participates in activities related to student affairs such as admission, pre-registration, registration, financial aid and international student-related issues. Keeps track of enrolments,

course changes, reporting student standings loans, bursaries and scholarship awards. Refers problems outside of area of expertise to appropriate resource persons or official.

(viii) Maintains supervisor's agenda. Sets up appointments, reminds supervisor of appointments and organizes schedule according to priorities.

(ix) Provides information to callers and visitors. Determines reason for call or visit and prepares necessary documents. Directs callers and visitors to appropriate resource persons. Assesses need for intervention of other resource persons and arranges appointments as necessary.

(x) Screens and sorts mail. Prepares files attaching appropriate supporting documentation and researching information as required. Responds to requests within area of responsibility. Notes required actions and ensures follow-up.

(xi) Schedules meetings, contacts participants and books meeting rooms. Assists with preparation of agenda. Attends meetings, takes minutes, and follows up on decisions within area of responsibility.

(xii) Coordinates arrangements for events such as symposia and conferences. Makes travel arrangements.

(xiii) Uses a variety of software. Maintains computerized information systems and participates in their development to improve efficiency within the unit. Acts as a resource person concerning the use of software. Explains and demonstrates the use of software, resolves problems within area of expertise, and liaises with computer resource persons as required. Maintains and updates administrative files. Maintains filing systems and arranges for archiving.

(xiv) Ensures inventory and purchases supplies and equipment. Arranges for servicing of office equipment. Sells some items such as course notes and maintains cash box.

(xv) Uses standard office equipment such as personal computer, typewriter, calculator, photocopier and fax machine.

(xvi) The list of duties and responsibilities outlined above is representative and not a complete and detailed list of tasks which may be performed by an employee whose position has been matched to this generic job description.

Other Qualifying Skills and/or Abilities:

- Bachelor's Degree in a field relevant to the primary responsibilities and two to four years of related experience preferred.
- Skilled at project and event planning and logistics
- Well-developed skills communication skills, as it pertains to frontline work
- Ability to be welcoming and engaging with students, faculty, and staff
- Knowledge of the University environment and of the Québec higher education system desirable.
- Experience working with Indigenous communities and youth
- Excellent interpersonal skills, experience working within team
- Ability to maintain confidentiality and act with discretion
- Proficiency with Microsoft Office suite.
- Knowledge of one or more Indigenous languages is an asset.

"Knowledge of French and English: McGill University is an English-language university where day to day duties may require English communication both verbally and in writing. The level of English required for this position has been assessed at a level #3 for spoken and #4 for written on a scale of 0-4."

Minimum Education and Experience:

DEP - Office Systems 4 Years Related Experience / DEP - Secretarial Studies

Hourly Salary:

\$29.42 - \$36.46

Hours per Week:

33.75 (Full time)

Supervisor:

Administrative Supervisor, First Peoples' House

Deadline to Apply:

2023-11-28

McGill University hires on the basis of merit and is strongly committed to equity and diversity within its community. We welcome applications from racialized persons/visible minorities, women, Indigenous persons, persons with disabilities, ethnic minorities, and persons of minority sexual orientations and gender identities, as well as from all qualified candidates with the skills and knowledge to productively engage with diverse communities. McGill implements an employment equity program and encourages members of designated groups to self-identify. Persons with disabilities who anticipate needing accommodations for any part of the application process may contact, in confidence, accessibilityrequest.hr@mcgill.ca.