



BOOTH
UNIVERSITY
COLLEGE

EDUCATION FOR A BETTER WORLD

Administrative Coordinator– ASPIRE Program

The Administrative Coordinator (ASPIRE Program) is a full-time (1.0) role with two primary sets of responsibilities:

- 1) provide academic support to students in the ASPIRE programs in an *advising capacity*;
- 2) provide administrative support on academic matters to Director of ASPIRE and instructors of the ASPIRE Program pertaining to planning, monitoring and evaluation of terms, curriculum development and update, instruction processes and policies, Daily operation of program and monitoring of schedule and other projects as assigned. The role reports to the Director of the ASPIRE program.

Working closely with Admissions, Student Services and the Office of the Registrar, the academic advising component of this position manages the student life-cycle, including student files from admission to ASPIRE through completion of their degrees. The administration component is responsible for developing and maintaining all academic administrative systems, decisions, records, functions and procedures of the ASPIRE program that are governed by academic policy, including: rollout of course schedules, instructor supports, student compliance/progress and communication of academic deadlines and program information, in alignment with the Booth University College Calendar, ASPIRE Student Handbook, ASPIRE Instructor Handbook and Orientation materials.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Academic Advising

- Support students' academic success through
 - Program advising, involving regular meetings with each student to review their academic progress and degree program continuance, in accordance with program requirements
 - Managing academic processes and documenting all process steps and decisions with regard to instances of academic misconduct (integrity), course failures, resulting in necessary shifts in programming, academic appeals, probation and suspension, *in consultation with instructors and with the ASPIRE Director and Booth UC Registrar*, according to Booth UC academic policy
- **Documentation and Communication**
 - Periodic audit of student performance (in consultation with the Registrar), noting any significant changes in cumulative GPA, status (active/inactive/probationary/suspension) and any requirements for academic accommodation or other learning supports
 - Reporting any significant academic performance issues (attendance, at-risk, integrity) to the Director of ASPIRE



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- Updating all student information and correspondence pertaining to student academic files
- Preparing and distributing all current academic information and communicating important dates and deadlines to students

2. Administrative Support

- Develop/adapt all academic office systems, processes and forms for ASPIRE Program operation, *in accordance with Academic Office procedures and in consultation with the ASPIRE Director*
- Follow Booth UC operational processes with respect to HR procedures (hiring, orientation and monitoring of instructional and support staff), *in consultation with the VP Administration and Administrative Managers*
- Assure timely and coordinated workflow, involving sessional instructor hires and onboarding, syllabus review, uploading and populating Populi course shells, communicating relevant information to ASPIRE instructors/staff *in consultation with the ASPIRE Director*
- Liaise with Student Services (Dean, ALC, Advisors, Reception) on all student matters within a Student Service purview, as required
- Manage calendar and workflow for ASPIRE Director and handle all correspondence from/to the Director
- Serve as a first point of contact to all instructors, students or external stakeholders at open workspace and by email
- Coordinate and document meetings of ASPIRE staff/instructors, as required
- Open all facilities in the morning and close in the afternoon
- Monitor and stock classroom supplies in classes (markers, erasers, flipchart etc.)
- Coordinate and monitor textbook reading and rental process of students
- Other administrative duties, as assigned by the ASPIRE Director

QUALIFICATIONS

1. Required

- Satisfactory criminal record check
- Baccalaureate degree from a recognized post-secondary institution
- Experience in or understanding of post-secondary educational institutions
- Experience with a Christian university-level setting and ability to integrate Christian faith within the workplace
- Commitment to the Mission of Booth University College
- Excellent verbal and written communications skills including strong proof-reading skills
- Ability to exercise sound judgment and discretion in responding to internal or external requests and in dealing with sensitive and confidential information
- Ability to work efficiently, with limited supervision.



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- Experience with student learning management systems (Populi), and the ability to utilize a range of educational and office software applications, classroom technology and videoconferencing tools
- Counselling/advising skills
- Extensive experience with cultural diversity in an educational setting
- Capacity for multi-tasking/managing complex tasks in a fast-paced environment
- Team player, contributing to overall success of new and challenging initiatives
- Valid to work in Canada

2. Assets (Preferred Qualifications)

- Understanding of The Salvation Army and Booth University College history and operations
- Knowledge of the MB postsecondary landscape, including articulation and transfer arrangements between Booth University College and other HEI programs within the province
- Knowledge of matters pertaining to international students (on study permits) and matters of eligibility and compliance with all visa and documentation requirements for maintaining eligible status, applying for extensions to study in Canada and obtaining the Post-Graduate Work Permit (PGWP)

This is a full-time position with 37.5 hours per week. In addition to the compensation package, we also provide a benefits package that includes health, dental, and other group benefits, vacation and sick leave, RRSP, and a tuition bursary program. Booth University College offers a stimulating university college environment, a mission-driven purpose, and the opportunity to contribute to change as Booth UC moves forward on its commitment to its mission: **Education for a Better World.**

Application Instructions

In addition to your resume, please include a letter indicating your motivation in applying for the role. Also, please detail what key strengths you bring to this position.

Applications must be submitted in confidence to Human Resources; Booth University College by **email: BoothUC.Careers@boothuc.ca**.

Please note that there will be written comprehension assessment and a decision-making/critical thinking evaluation as part of the application process.

All qualified candidates are encouraged to apply however, in accordance with Canadian Immigration requirements, Canadians and permanent residents will be given priority.

Accommodations are available upon request throughout the recruitment process.



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About Booth University College

Booth UC is a Christian university college located in Winnipeg, Manitoba (Canada) and rooted in The Salvation Army's history of meeting the needs of the most vulnerable in society. As an open-enrollment institution, we welcome students from many different backgrounds, cultures, and countries. Deeply committed to social justice, we blend Christian faith and rigorous scholarship with a passion for service. Our approach to learning is anchored in academic excellence and based on a vision of social justice, hope, and mercy for all. We are committed to our mission: **Education for a Better World**. This is described in our mission statement:

William and Catherine Booth University College, a Christian university college rooted in The Salvation Army's Wesleyan theological tradition, brings together Christian faith, rigorous scholarship, and a passion for service. The University College educates students to understand the complexities of our world, to develop the knowledge and skills necessary to be active contributors to society, and to know how the Christian faith compels them to bring hope, social justice, and mercy into our world.