



Administrative Support Officer, Welcome Centre, St. Mark's College/Corpus Christi College

"The Community of St. Mark's, which includes St. Mark's College, Corpus Christi College, and St. Mark's Parish, is the Catholic centre at UBC. St. Mark's College educates undergraduate and graduate students through a theological lens, preparing them to become leaders in Catholic schools, healthcare, and social services. It also prepares the academic formation for men preparing to serve as permanent deacons in the Archdiocese of Vancouver. Corpus Christi College provides students with the good undergraduate start that develops the individual student's potential and enables success today and beyond. Our offerings are unique, imbued with Catholic values, while complementary to UBC."

Overview:

Administrative Support Officer (ASO) provides general office and administrative services, prioritizing both professional and confidential assistance to both internal and external customers of the Colleges. In addition, the ASO provides direct support to students and faculty relating to the Colleges' photocopying user accounts and the software learning management system.

The ASO must prioritize workload issues of a cyclical and ad hoc nature and maintain flexibility regarding priorities due to the nature of the office and the need to quickly adjust to changing deadlines and priorities.

Functional Reporting Relationships:

The ASO reports to the Administrative Coordinator, Office of the President & Principal.

Primary working relationships are with the Colleges' administrators, faculty, staff, students, St. Mark's Parish, and visitors to the Colleges' Iona Drive campus.

Expectations and Responsibilities:

The ASO assists the Office of the President & Principal with reception and administrative services at the Iona Drive campus, including but not limited to the following:

- Acts as a receptionist for the Iona Drive campus
- Manages the intake of walk-in traffic to the Welcome Centre; arranges appointments and makes appropriate referrals
- Screens incoming calls and emails and organizes/circulates mail and correspondence as appropriate
- Provides support for presentations and special projects and prepares publications and reports
- Provides ancillary clerical support to the broader College community and other College departments, primarily Strategy & Planning, Communications, and Development & Alumni Relations

- Acts as cashier, accepting and processing payment transactions received at the Iona Drive campus
- Acts as the liaison between the Main Campus and West Campus at the Colleges
- Provides basic IT support for instructors
- Provides support to Faculty and Students regarding online course platforms such as Canvas
- Helps with ongoing projects for the Colleges as assigned

Qualifications:

- Post-secondary certification preferred (certificate, diploma or degree); with one (1) to three (3) years of experience working in clerical settings (preferably in post-secondary institutions); or an equivalent combination of education and work experience preferred
- Cannot be a current student of, or have graduated from (in the most recent two academic years), the Colleges
- Professional demeanor with excellent written and presentation skills
- Exceptional time management and organizational skills, ability to multi-task
- Demonstrated ability to communicate effectively with diverse audiences and stakeholders
- Ability to be flexible and adaptable
- Ability to work independently or as part of a team to meet deadlines and achieve project goals
- Advanced skills on Microsoft applications, including: Word, Excel, Access, PowerPoint, Outlook
- Ability to exercise a high level of judgment, discretion and confidentiality
- Commitment to forwarding the mission and vision of St. Mark's College and Corpus Christi College

Closing Date: Open until filled

Preferred Start Date: February

Please respond with CV and resume to hr@corpuschristi.ca