

Administrative Assistant – Admissions, Reception & Human Resources

This role spans two departments. The Administrative Assistant – Admissions, Reception & Human Resources provides administrative support to Admissions and offers reception services for general inquiries to Booth UC. In addition, the Human Resources portion of the role is responsible for a range of administrative functions to the HR department which includes but is not limited to supporting recruitment and maintaining process documents. It acts as technical support for the HRIS system and liaises with TSA as an HRBP and Timekeeper while providing training on HR related systems.

SUPERVISORY FUNCTIONS: none

ESSENTIAL FUNCTIONS OF THE JOB/ROLES AND RESPONSIBILITIES:

The Admission Assistant and Receptionist

- Provide general administrative support to the Admissions and Business Office including:
 - Undertakes assigned tasks related to campus events and assists with Orientation.
 - Prepare letters, documents and provide other administrative support as assigned by the Admissions Coordinator
 - Handle administrative tasks concerning Winnipeg Transit Peggo cards, record maintenance of cards sold, data entry on the city's Peggo database, advising students on process for acquiring cards, and trouble-shooting problems that arise
 - Manage keys for contractor and vehicles and maintain sign in sheet
 - Order Student IDs, receive guest appointments, and provide general information to staff and guests
 - Function as Timekeeper in the Workday payroll system and enter hours worked for casual/term Admissions and Student Services employees
 - Be available to provide occasional administrative support to other departments where required and as workload permits, as approved by the supervisor.
 - Assist the Admissions Counsellors with the database of "influencer" groups such as churches and guidance counsellors
- Complete a variety of administrative tasks utilizing Populi - College Management Software
 - Input data from off-line inquiries into Populi from Admissions Outlook Email
 - Review daily Populi alerts and in response to the Admissions Counsellors, prepare letters, offers etc.



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- Ensure the quality of data in Populi by verifying necessary data fields are populated by Admissions Staff prior to issuing a student offer letter
- Provide general receptionist service in a welcoming and professional manner, including:
 - Greet and assist visitors, students and employees who inquire at the Waldron Building Front Desk, either by phone or in person, and redirect them to correct destination
 - Receive courier packages and mail
 - Maintain security awareness in terms of individuals arriving and leaving the building, alert appropriate authorities in suspected or evident emergency situations
 - Maintain an organized and tidy reception area
 - Provide training to other administrative staff who will cover reception desk for breaks and absences (vacation, illness)
- Collect and maintain current information from both on and off campus sources for quick reference purposes that is relevant to the needs and interests of students and visitors. This may include, but is not limited to:
 - How to locate and access campus resources, such as scholarships/awards
 - Key policy information (e.g. academic calendar, student handbook)
 - Course timetables
 - Some campus events, ticket sales, sign-up
 - Listing of relevant off-campus supports with contact information, such as counselling and mental health agencies, downtown security, local business services, etc.
- Upon request, assist Hospitality Services, Business Office, and other departments in distributing and collecting key fobs for guests requiring building access

Financial and Administrative Transactions

- Receive payments for expenses incurred by students or visitors including, purchase of Booth UC merchandise, event fees, Hospitality Services guest fees, purchase of Peggo transit passes, and donations etc.
- Reconcile cash register float and submit sales records to Financial Services Manager on a daily and/or weekly basis
- Maintain inventory and sales records for Booth UC merchandise
- Other duties assigned by the Admissions Coordinator include but are not limited to:
 - Processing Expense claims in Business World
 - Processing internal purchases between departments
 - Updating and tracking in spreadsheets and filing in the drive
 - Proofreading
 - Updating the Admission Assistant and Receptionist desk manual

Human Resources Admission Assistant

- Handle various functions in the Human Resource Information System (Workday) including:
 - Processing the enrollment of new /re-hires, applying employee profile changes, acting as timekeeper, and ensuring accurate information through data audits
 - Providing training to employees and submit tickets in Workday, fielding questions and issues
 - Liaising with The Salvation Army Human Resources (Payroll, Talent Acquisition, Benefits, Technology) or Service Desk THQ departments in resolving issues and incident tickets
 - Provide HRIS information and reports to support people managers in accordance with established HR policies, processes and guidelines
- Support recruiting efforts by posting jobs vacancies, ordering job posting packages, reviewing applications (extracting reports from software) and arranging interviews
- Assist employees with enrollment in group benefits and RRSP
- Provide administrative support for onboarding new employees
 - Prepare new employee packages, letter of offer and supporting documents
 - Create employee files and ensure files are formatted for audit
 - Prepare orientation binders
 - Coordinate obtaining fob/keys, and update key lists
- Create confirmation of employment, flexible work contracts, immigration letters, step increase letters/spreadsheet, parking deduction form submission
- Maintain employee awards spreadsheet and advise Executive Assistant (to purchase gifts)
- Work with HR Generalist and Compensation (TSA) to confirm and finalize salary changes
- Manage Workday voluntary and involuntary terminations (letters, changes in W.D., final payment details)
- Send invoices to the Executive Assistant (credit card/Octacom payments) for payment
- Work closely with the Academic and SCS department administrators in preparation and tracking of employment contracts for Sessional Instructors
- Assist in maintaining HR files and records
- Document written procedures for HR processes and assist with HR projects as needed

QUALIFICATIONS

1. Required

- Satisfactory criminal record check
- Fully supportive of the integration of faith and learning in a Christian university-level setting and a commitment to the Mission of Booth University College
- Ability to integrate your Christian faith within the workplace
- Post-secondary training of one year or more in office administration and/or Human Resources

- 3 years of progressively responsible administrative experience, including experience in HR, admissions, post-secondary administration
- Professional personal presentation, knowledge of customer service principles and practices
- Proficient in Microsoft Office, with the ability to create spreadsheets and presentations and concise clear written materials
- Ability to effectively utilize complex database systems
- Highly organized with strong planning skills to deliver on multiple priorities and deadlines
- Able to maintain confidentiality with discretion and sensitivity
- Demonstrated ability to adapt to changing priorities while maintaining quality and accuracy of work
- Be knowledgeable and experienced on the use of DocuSign
- Self-disciplined and able to work independently with limited supervision
- Excellent communication skills with a solid ability to build relationships
- Have the technological competence to assist/guide staff/faculty in the use of online tools, etc.
- Willingness to learn new computer programs
- Possess active listening skills with the ability to practice patience
- Accurate attention to details and good organizational skills
- Able to maintain confidentiality of sensitive information
- Must be legally entitled to work in Canada

2. Assets (Preferred Qualifications)

- Understanding of student retention principles and practices
- Knowledge of The Salvation Army
- Experience in or understanding of post-secondary educational institutions
- Experience working with HRIS systems (ie. Workday)

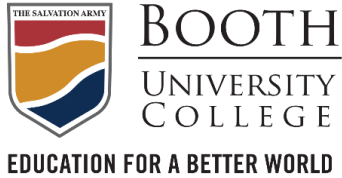
This is a full -time position with 37.5 hours per week. In addition to the compensation package, we also provide a benefits package that includes health, dental, and other group benefits, vacation and sick leave, RRSP, and a tuition bursary program. Booth University College offers a stimulating university 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

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

Applications must include a cover letter. In the letter describe why you want to work at Booth University College. Also, please detail what key strengths you bring to this position.

Accommodations are available upon request throughout the recruitment process.



About Booth University College

Booth University College 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.