

Scheduler Student Services

Full-Time Position Available (ASAP up to March 29, 2019) with possibility of an extension to unknown

Applicants are to clearly demonstrate how they satisfy the selection criteria in their written submissions and must identify the competition number they are applying for in the subject line of the email

This competition may be used to establish a 12 month eligibility list of qualified candidates for future vacancies.

Red River College is a leader in applied learning and innovation. Our talented team of employees is passionate about education, innovation and student success. We offer competitive salaries, extensive benefits, and the opportunity for personal and professional growth in a rewarding career.

Duties:

Reporting to the Scheduling Manager, the incumbent's responsibilities include; creation of scheduling data and creation of student/instructor timetables; create/update timetabling events in the college's timetabling/scheduling system, including day, time, course, section, room and instructor details; print class, instructor and room schedules; clarify scheduling requests from Chairs and coordinators; meet with the scheduling team and/or department coordinators to clarify any discrepancies in the timetables; assist with the creation of basic and complex constraints that apply to courses and instructors; assist with the manual creation of rules for scheduling in the timetabling/scheduling system; prioritize all duties within this position to ensure deadlines are met and departmental and college objectives are achieved; communicate and problem solve with Scheduling Manager on issues regarding the functioning of the timetabling/scheduling software; answer inquiries from staff regarding questions on policies and procedures for scheduling, and act as a back-up to other Scheduling Team members

Required Qualifications:

- Certificate in Business Administration or equivalent combination of education and experience may be considered
- Demonstrated ability to handle a high volume workload and diverse tasks, with a high degree of accuracy and attention to detail
- Ability to organize and prioritize duties to ensure deadlines are met
- Ability to work independently with minimal supervision and collaboratively within a team environment
- Excellent verbal and written communication skills
- Experience maintain confidential information
- Demonstrated technical computer skills
- Extensive experience with Microsoft Office
- Values Diversity, Equity, and Inclusion
- Commitment to lifelong learning

Assets:

- Experience utilizing student information systems, preferably Colleague
- Experience with a timetabling/scheduling software
- Experience in scheduling and timetabling
- Experience in an administrative position at a post-secondary institution

Conditions of Employment:

- Applicants must be legally entitled to work in Canada
- This position may be required to work evenings and/or weekends

We seek diversity in our workplace. Aboriginal persons, women, visible minorities and individuals with disabilities are encouraged to apply.

Competition Number: 2018-052
Closing Date: May 25, 2018
Salary Range: \$38,772 - \$53,070 per annum

Apply to Red River College by email: humanresources@rrc.ca

We thank all applicants for their interest, but only those selected for an interview will be contacted. Red River College provides accommodations to applicants with disabilities throughout the hiring process. If an applicant requires accommodation during the application or interview process, Human Resource Services will work with the applicant to meet accommodation needs.

For more information and other employment opportunities, visit blogs.rrc.ca/hr
2055 Notre Dame Ave., Winnipeg, Manitoba R3H0J9

