

Unit Specific Responsibilities

Tasks include but are not limited to:

1. Act as the first point of contact for the large Volunteer base for the Admissions Office which includes Assessors, Interviewers and Staff Volunteers. Manages the required documentation and data input involved in the volunteer process.
2. Prepares minutes of Admission Committee meeting and other meetings as required.
3. Serves as a general point of contact for the Admissions Office. Handles initial applicant inquiries/requests (received by phone or email inquiry and directs more complex inquiries to appropriate Admission Officers, Director, Admissions & Recruitment or Assistant Dean, Admissions.
4. Support other Administrative Assistants in the Community Engagement Portfolio to cover holidays, busy periods and special projects.
5. Perform other duties as required.

QUALIFICATIONS:

Education:

- A postsecondary diploma (preferably in Office Administration, Business Administration or other administrative-related discipline) from a recognized Canadian institution with accreditation is required.

Knowledge, Skills and Abilities

- Minimum of one (1) years related experience is required
- Proficiency in Microsoft Office programs (Word, Excel PowerPoint, Outlook) is required
- Demonstrated experience recording and transcribing formal and informal minutes is required
- Strong writing, editing and proofreading skills is required
- Experience with database entry and spreadsheet management is required
- Knowledge of basic office practices and procedures is required
- Ability to work early mornings, evenings and/or weekends, as required
- Demonstrated time management skills
- Ability to adapt to new technology
- Ability to work individually as well as part of a team
- High flexibility with strong interpersonal skills that allow one to work effectively in a diverse environment
- Experience in the medical or post-secondary education environment is an asset
- Knowledge of The Occupational Health & Safety Act and Regulations that apply to the work being performed is an asset
- Knowledge of university administration policies and procedures is an asset

Language:

- Must be able to communicate effectively in English (verbally, written and comprehension)
- French language skills would be a considerable asset

Interested candidates are invited to submit a resume quoting the competition number
2017-1070-TC no later than April 28, 2017 4:00 pm to:

Northern Ontario School of Medicine

Attention: Human Resources
935 Ramsey Lake Road, Sudbury, Ontario P3E 2C6
Email: HR@nosm.ca
Fax: (705) 671-3880

The Northern Ontario School of Medicine offers accommodation for applicants with disabilities throughout its recruitment processes. If you require accommodation during the recruitment process, or require an accessible version this posting, please contact Human Resources via email at hr@nosm.ca.

The Northern Ontario School of Medicine invites applications from all qualified individuals. NOSM is committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, Aboriginal people, persons with disabilities, and persons of any sexual orientation or gender identity.

While all responses are appreciated and will be handled with the strictest confidence, only those being considered for interviews will be acknowledged.