



- Liaises and problem-solves issues with Admissions/Registration regarding the courses, programs, and projects;
- In a Chair or Program Leader's absence, uses initiative and judgment to ensure that matters requiring immediate attention are resolved or referred to the appropriate authority and handled in an efficient manner;
- Posts, edits, and maintains program data to applicable department/internal websites and updates or ensures updates are provided to the applicable department for the college web as required;
- Compiles data, produces statistics and generate reports regarding student enrollment and tuition projections as required;
- Assists in the orientation of faculty and assists in the data collection for faculty evaluations;
- Participates on appropriate college, school and departmental committees as requested;
- May require the coordination of distance learning course registrations;
- May work with other personnel in the ordering of texts and course supplies which may also involve liaison with various college departments and personnel;
- Performs a variety of clerical duties as required;
- Performs other related duties similar in scope and complexity.

### **QUALIFICATIONS**

An appropriate diploma, such as Business Administration or a diploma specific to this discipline and four years relevant experience in a technical or post-secondary environment or an equivalent combination of education and experience.

- Excellent organizational and communication skills with a demonstrated ability to relate well, and work effectively with the general public, students, faculty and the College community.
- Ability to perform well under pressure, meet deadlines, and recognize changing priorities.
- Demonstrated exceptional administrative support skills including the ability to work independently, deal effectively with non-routine matters and coordinate various activities, take responsibility, display initiative, problem solve, and make independent decisions.
- Advanced knowledge of spreadsheets, databases, and word processing software applications currently in use, and web based applications, in a networked computer environment.

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All interested candidates are encouraged to apply; to be considered for employment, applicants must meet the qualifications of the position and be eligible to work in Canada.

Apply online at [www.camosun.ca/careers](http://www.camosun.ca/careers). We would like to thank everyone in advance for applying as only those selected for an interview will be contacted.

***Camosun College is an Equal Opportunity Employer***