

Supervisor, Academic Administration

Quest University Canada seeks a full-time Supervisor, Academic Administration to provide a broad range of administrative and organizational support to the Chief Academic Officer and faculty to ensure the efficient and consistent delivery of Quest's academic programming. The Supervisor works closely with the Registrar and oversees a team of support staff in the design and implementation of business processes including scheduling, budget and financial accountability, and information management.

Essential Functions

- Supervise academic administrative staff, including Field Trip Coordinator, Lab Coordinator, student employees, and on-call drivers
- Provide administrative support to the Chief Academic Officer and faculty leaders, particularly in the areas of budget management, information management, academic programming and the development and implementation of academic policies and procedures
- Support the Chief Academic Officer in faculty management by tracking leaves, course releases, course credits, sabbaticals, and teaching evaluations
- Support faculty leaders in the recruiting and management of visiting faculty by acting as a single point of contact for all academic leaders, Human Resources, and other areas of the university
- Coordinate, under the direction of the Chief Academic Officer, the scheduling of courses for delivery of Quest's academic programming
- Coordinate, under the direction of the Chief Academic Officer, the allocation of academic spaces such as offices and classrooms
- Under the direction of the Chief Academic Officer and in consultation with the Registrar's Office and other areas of the university, establish and maintain information management practices
- Support the Chief Academic Officer in the development and maintenance of external relationships by preparing and implementing MOUs, annual reporting materials, and organizing visits by representatives of external partners
- Take on additional special projects as directed

Qualifications

- Bachelor's Degree
- 2 years related experience in a post-secondary environment an asset.
- Excellent interpersonal skills and superior problem-solving abilities.
- Strong communication skills, both written and verbal required.
- Highly responsible, reliable and ethical.
- Highly motivated self-starter, able to work in a fast-paced environment.
- Ability to operate a personal computer and various software programs.

Quest is an independent, not-for-profit liberal arts and sciences university that opened in 2007. Our campus is situated amidst the Coast Mountains in Squamish, midway between Vancouver and Whistler. Built to prepare students for the challenges of the 21st century, Quest's innovative academic program, highly engaged student population, and outstanding faculty are gaining world-wide recognition. Quest offers a competitive salary and a dynamic workplace. *For more information about Quest, visit us online at www.questu.ca.*

To Apply: Email a cover letter and your resume in pdf format to human.resources@questu.ca

Closing date: March 29, 2019 or until position has been filled

Start date: April 2019

*All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. Quest University Canada respects and encourages diversity. **While we thank all applicants for their interest, only those applicants who have been given consideration for an interview will be contacted.***