



Manager, Ancillary Services

Quest University Canada seeks a full-time Manager, Ancillary Services to provide oversight of all Ancillary Services including, but not limited to, facility and resident rentals and leasing, internal and external campus events, programming for external community, merchandising Quest University Canada brand, consultation on new asset creation and acquisitions.

Qualifications

- Completion of post-secondary education in Business Development or in a related discipline; Bachelor's degree preferred.
- 2 years related experience in a post-secondary environment preferred.
- Experience with StarRez software an asset.
- Additional training and skills in customer service, campus operations, event planning are an asset.
- Strong leadership, excellent interpersonal skills, and superior problem-solving abilities.
- Excellent 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 work days, nights, and weekends; when necessary.

Essential Functions of the Job

- Responsible for direction, execution, monitoring, and evaluation of all ancillary business development services.
- Investigate, determine and execute new revenue generation that supports the overall mission of Quest University Canada.
- Develop, negotiate and implement ancillary service contracts relating to business development for Quest University Canada.
- Membership representation with local, and national associations in seeking best practices and opportunities for Ancillary Services.
- Participate in campus capital expansion planning, as part of project management team for major projects that relate to Ancillary Services.
- Develop and administer effective processes and procedures for department budget, authorization and expenditures.
- Responsible for department planning, budgeting and reporting.

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: August 30, 2019 or until position has been filled

Start date: September 9, 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.***