

SEARCH CRITERIA
Student Placement Facilitator
SUPP-19/20-121
Kingston Campus

We are dedicated to student success, academic excellence and leadership in our communities.

A. EDUCATION:

Minimum two-year diploma in Business Administration, preferably in a medical office administration program (or equivalent combination of education and relevant experience).

B. WORK EXPERIENCE:

A minimum of three years of Experience in a computerized office environment providing a variety of administrative and clerical support services where confidentiality and the securing of sensitive information is a requirement. Experience must also include scheduling, liaison and tracking activities between the organization and external institutions. Experience in a health care setting or where immunization information is considered will be preferred.

C. TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Solid understanding of office administration procedures and practices, record-keeping, database tracking and file maintenance (hard copy and digital)
- Demonstrated ability to build and foster relationships and communicate on an above standard level of professional to maintain relations and liaison with students, internal College members and external partnerships
- Ability to use critical thinking patterns to assess unique student placement situations and respond or refer appropriately
- Must have knowledge and experience in ensuring confidentiality and securing of sensitive information
- Ability to demonstrate knowledge and awareness of required standards utilizing PHIPPA to secure student and Placement Agency personal information.
- Effective interpersonal and listening skills and excellent communication skills, both written and verbal
- Intermediate computer skills database and electronic communication (Microsoft Office Suite, Blackboard knowledge, PeopleSoft and HSPnet usage an asset) with high accuracy in data entry
- Strong time management and organizational skills, follow-up, and the ability to meet strict deadlines
- Student-focused and client-centered approaches, demonstrating an ability to support students in achieving success

D. PERSONAL PERFORMANCE CHARACTERISTICS:

- Well organized, efficient and self-directed
- Detail-oriented and accurate
- Respect for confidentiality and sensitive information
- Tactful and diplomatic
- Customer-service oriented

E. PHYSICAL REQUIREMENTS:

Computerized office environment – sitting, keyboarding with daily requirement for repetition and speed over an extended period of time. Standing, walking, and bending to perform normal office functions. Light lifting (up to 5 kg. or 11 lbs.) as required. Occasional travel to attend out of College meetings or training sessions as required.

F. SENIORITY/SERVICE:

In addition to comparing candidates' qualifications and experience to the listed technical skills, education, work experience, and personal characteristics (values, attitudes, motivation, and performance), the seniority of Bargaining Unit members will be considered. If the search extends beyond the Bargaining Unit, consideration will be given to accumulated service with the College.

G. EMPLOYMENT EQUITY:

The College is committed to employment equity. We encourage members of the designated groups to apply and self-identify.