

PROGRAM AND ACADEMIC RESOURCES COORDINATOR

York is a leading international teaching and research university, and a driving force for positive change. Empowered by a welcoming and diverse community with a uniquely global perspective, we are preparing our students for their long-term careers and personal success. Together, we can make things right for our communities, our planet and our future.

PLEASE NOTE: This is a full-time contract to April 2023.

In this role you will provide administrative support for programs, scheduling, contract hiring as well as enrollment and academic resource reporting and analysis.

To be considered for this opportunity, you will bring the following:

Undergraduate degree in an administrative field (e.g., business, accounting, mathematics, and statistics) and three (3) years of recent, related administrative experience in an academic resource environment including: course scheduling, working with and analyzing enrollment data and related statistics, preparing reports, supporting committees and experience with CUPE/contract hiring process.

For full position details, including skills and knowledge requirements, and to apply to this exciting opportunity visit the External Career Portal (www.yorku.ca/jobs) and refer to posting 103952.

We offer comprehensive benefits and access to superb educational and recreational facilities. For more information on what York has to offer U please visit: <http://hr.info.yorku.ca/benefits/>

The University welcomes applications from all qualified individuals, including, but not limited to women, persons with disabilities, visible minorities (racialized), Indigenous Peoples and persons of any gender identity and sexual orientation. York University is committed to a positive, supportive, and inclusive environment.

York University offers accommodation for applicants with disabilities in its recruitment processes. If you are contacted by York University regarding a job opportunity or testing, please advise if you require accommodation.

We are committed to enhancing our environmentally and socially responsible practices for the benefit of all members of the York community. Our long-term perspective recognizes our responsibility to be innovators and to continually work as a community to reduce our ecological impact.