



### **Program and Academic Resource Coordinator (YUSA-11241)**

York University is known for championing new ways of thinking that drive teaching and research excellence. Our 53,000 students receive the education they need to create big ideas that make an impact on the world. Meaningful and sometimes unexpected careers result from cross-discipline programming, innovative course design and diverse experiential learning opportunities. York students and graduates push limits, achieve goals and find solutions to the world's most pressing social challenges, empowered by a strong community that opens minds. York U is an internationally recognized research university – our 11 faculties and 24 research centres have partnerships with 200+ leading universities worldwide.

We are currently recruiting for a Program and Academic Resource Coordinator to work with Undergraduate Programs and Practicum in the Faculty of Education for this exciting contract opportunity.

Are you an Administrative Professional with experience in an academic environment? Do you possess knowledge of University processes with respect to annual course/enrolment planning and reporting as well as collective agreements as it relates to academic contract hiring? Do you possess the ability to Identify trends as well as analyze/summarize enrolment reports and data? Do you possess a high level of accuracy, attention to detail as well as excellent oral and written communication skills? If so, keep reading!

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 possess:

A University degree in an administrative field (e.g., business, accounting, mathematics and statistics) or an equivalent of 4 years recent experience (defined as within the last four years) working at York University and performing the same or similar tasks. This education equivalency is in addition to the experiential requirements. The successful incumbent will possess 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.

***To apply to this exciting opportunity or for full position details, qualifications and application procedures go to [www.yorku.ca/jobs](http://www.yorku.ca/jobs) and refer to posting# YUSA-11241.***

***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/>***

*York University is committed to Employment Equity and encourages applications from all qualified candidates. The University welcomes applications from all qualified individuals, including individuals within the University's employment equity categories of women, persons with disabilities, members of visible minorities and aboriginal persons, individuals of diverse gender and sexual orientation and all groups protected by the Human Rights Code. York University is committed to employment equity and diversity and a positive and supportive 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. Please note, only those selected for an interview will be contacted.*