

Administrative Assistant - Remote Learning (Part Time)

Particulars of the Position:

This position assists by managing various activities of the Remote Learning Department in conjunction with the Senior Director of Remote Learning. The position requires a knowledgeable individual with the ability to coordinate the professional completion of multiple tasks or projects within established time-frames and with little direct supervision. This individual is capable of working independently, making decisions, prioritizing tasks, and maintaining a high level of confidentiality, and has a reputation for solid Christian character. A strong understanding of online learning in post-secondary education is preferred.

Knowledge & Skills:

- Post-secondary qualifications in a related field,
- Two or more years of related work experience,
- Solution oriented and pro-active on the creation of new policies and procedures, and the implementation of existent policies and procedures,
- Effectively work with other university departments, individuals and external parties to meet the growing needs of this new department,
- Excellent interpersonal skills; interacts primarily with program directors/supervisors, faculty, and students,
- Operating within Moodle and the Office 365 environment (Basics, SharePoint & Planner),
- Ability to code in HTML and CSS would be an asset.

Duties:

Responsibilities include, but are not limited to:

- Gives assistance and support to the Dean and the Senior Director of Remote Learning,
- Supports the day-to-day activities of the Remote Learning office,
- Develops and maintains productive working relationships with students while providing services,
- Facilitates integration and orientation of new faculty,
- Prepares and maintains highly confidential files, creates and distributes faculty contracts, maintains business accounting records, coordinates teacher effectiveness evaluation,
- Acts as resource person to Remote Learning faculty with administrative tasks,
- Keeps courses in Moodle current by updating course delivery dates, assignment dates, content substitution, etc., and serves as course tester,
- Works with the bookstore to ensure books are available for online purchase
- Actively promotes the Remote Learning Department, aids in development and distribution of promotional materials and recruitment activities.

Application Deadline: Review of resumes begins June 13, 2022 and continues until the position is filled.

Salary: Part-time (18hrs/wk), one-year, renewable contract (with the potential of becoming full-time). Level 2 (\$16,000-\$21,000 annual) based on education and experience as per the Crandall University Staff Handbook.

Start Date: As early as September (negotiable)

In accordance with Canadian immigration regulations, this advertisement is addressed first to Canadian citizens and permanent residents.

Located in Moncton, New Brunswick, Canada, Crandall University was established by the Canadian Baptists of Atlantic Canada. It is provincially chartered to grant degrees and certificates for undergraduate and graduate programs and serves students from across Canada and around the world.

Crandall University is a Christian university offering baccalaureate degrees in Arts, Business Administration, Commerce, Science and Education as well as master degrees in Management and Education.

Qualified candidates should send a letter of application, resume, and three references to:

Dr. Dannie Brown, Dean of Remote Learning - RLApplications@crandallu.ca

We thank all applicants for their interest. Only those selected for an interview will be contacted.