



Academic Planner (BTO 41436)
Faculty of Business, Information Technology and Part-time Studies

Location: London

Employment Group: Support

Type of Position: Full-time temporary position

Hours: 35 hours per week. Monday to Friday 8:00 a.m. to 4:00 p.m.

Pay Details: \$32.42 per hour

Closing Date: August 20, 2024

Working at Fanshawe College

Fanshawe College is committed to the principles of hybrid work and may offer this option to employees whose work can be performed in an alternate location, without adverse impact to the operations of the College, inclusive of our Student and Staff experience. Confirmation of hybrid work options available to you will be clarified upon hire and may be subject to change based on the duties required of your position. Successful candidates will be required to perform work within Ontario and must be available to work on campus, as required.

Note: This is a full-time Support position (35 hours per week).

Duties: Under the supervision of the Operations Manager, Faculty of Business, Information Technology and Part-time Studies, the incumbent performs duties in matters related to academic planning including scheduling, Standard Workload Formula (SWF), and curriculum support in the Faculty of Business, Information Technology and Part-time Studies.

QUALIFICATIONS

- Post-secondary 2-year diploma in Office Administration or related discipline
- Minimum 3 years' experience in a busy office environment with a customer service focus
- An equivalent combination of education and/or experience may be considered; preference will be given to applicants meeting the education requirements
- Experience using software applications products (word processing and spreadsheets) preferably in an educational setting
- Knowledge of the education sector – the College or other post-secondary environments – including scheduling, standard workload formula completion and curriculum support
- Demonstrated strong organizational skills and attention to detail
- Demonstrated ability to work independently and as a team
- Demonstrated excellent verbal and written communication skills

While transcripts are not required for the interview, they are mandatory prior to any offer of employment.

How to Apply:

For more information and how to apply, please visit the Fanshawe College website at: <https://jobs.fanshawec.ca/>

We thank all applicants for their interest; however, only those chosen for an interview will be acknowledged.

Fanshawe College is an equal opportunity employer. We are committed to equity, value diversity, and welcome applicants from diverse backgrounds.

Fanshawe College provides accommodations to job applicants with disabilities throughout the hiring process. If a job applicant requires an accommodation during the application process or through the selection process, the hiring manager and the Recruitment Coordinator leading the recruitment will work with the applicant to meet the job applicant's accommodation needs.