



**Systems and Reporting Coordinator (RRF 41470)**  
**Apprentice and Records Services**  
**Office of the Registrar**

**Location:** London

**Employment Group:** Support

**Type of Position:** Full-time

**Hours:** 35 hours per week. Monday to Friday 8:30 a.m. to 4:30 p.m.

**Pay Details:** \$38.01 per hour

**Closing Date:** September 3, 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.

**Work Categorization:** Hybrid work environment Monday to Friday with three days on Campus and two days remote. This could change at any time based on the operational needs in the Office of the Registrar.

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

**Duties:** Under the general direction of the Associate Registrar, the incumbent provides support and coordination relating to the Student Information System, internal databases, the enrolment audit and T2202A process for the Registrar's Office. Also administers relevant policies and procedures as well as recommending modifications and improvements to the same.

**QUALIFICATIONS**

- Post-secondary 3-year diploma in Computer Science, Information Systems, Psychology, Project Management, Business Analysis or related field of study
- Minimum 5 years' experience in any combination of systems project management, systems analysis, systems design, troubleshooting, and/or business process review
- An equivalent combination of education and/or experience may be considered; preference will be given to applicants meeting the education requirements
- Direct experience with student registration systems
- Presentation development skills
- Conflict resolution skills
- Effective interpersonal and communication skills to interact with diverse groups and levels of an organization and the ability to distill complex or technical concepts into easy-to-understand language for a diversified audience
- Demonstrated strong organizational skills and attention to detail
- Demonstrated ability to work independently and as a team

**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.**