

Course Schedule Builder (Term)

Student Records

Applicants are to clearly demonstrate how they satisfy the selection criteria in their written submissions and must identify the competition number they are applying for in the subject line of the email.

An eligibility list may be created for similar casual, part-time, full-time, and term positions

DUTIES

The purpose of this position is to act as a floater between the Course Section Builder/Scheduler and the Room Allocations Officer/Scheduler. This position will assist and be responsible for analyzing and inputting data into the College scheduling software to produce student, instructor, and room timetables; finding and allocating space for one off ad hoc bookings into the College room booking software.

REQUIRED QUALIFICATIONS

- Experience within Enrolment Services or Continuing Education
- Strong computer skills, including experience with Microsoft Office (Word, Excel, Outlook) with the ability to learn more complex software applications
- Ability to learn and maintain a high level of knowledge in the use of the college's room booking software to book space for internal and external clients of the college
- Ability to learn and maintain a high level knowledge in the use of the college scheduling software applications for the creation of timetables for students, faculty and rooms
- Provide a high level of customer service for external clients regarding services and space to accommodate their needs and establish a positive experience
- Experience inputting, collecting, analyzing, and verifying scheduling data
- Ability to handle a high volume workload with a diversity of tasks, showing a high degree of accuracy and attention to detail
- Effective written communication skills
- Effective professional verbal communication skills
- Strong Interpersonal skills
- Highly motivated to work independently and in a team setting
- Values Diversity, Equity, and Inclusion
- Commitment to lifelong learning

CONDITIONS OF EMPLOYMENT

- Applicants must be legally entitled to work in Canada
- This position may be required to work evenings and/or weekends

RRC Polytech requires that staff, students and faculty either be fully vaccinated or have an approved exemption to be able to attend any campus. For further information please review the [COVID-19 policy](#).

COMPETITION NUMBER

2021-217

CLOSING DATE

December 2, 2021

SALARY

\$39,453 - \$53,997 per annum

POSITION LOCATION

Notre Dame Campus
(Winnipeg, MB)

POSITION TYPE

1 Full-Time, Term Position Available

Anticipated December, 2021 up to
March 31, 2022

Possibility of an Extension

APPLY BY EMAIL TO

humanresources@rrc.ca

Red River College Polytechnic is a leader in applied learning and innovation. Our talented team of employees is passionate about education, innovation and student success. We offer competitive salaries, extensive benefits and the opportunity for personal and professional growth in a rewarding career.

At RRC Polytech we are committed to fostering an inclusive environment, where all employees and students feel valued, respected and supported. The College seeks to increase diversity among its community members and welcomes applications from women, Indigenous persons, racialized persons, persons with disabilities, persons of all sexual and gender identities and others who may contribute to the further diversification of ideas. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.



Red River College Polytechnic is committed to providing accessible employment, and ensuring that our recruitment, assessment and selection process is barrier free. If a candidate requires accommodation during the hiring process, Human Resources Services will work with the individual to meet their needs. We thank all applicants for their interest, but only those selected for an interview will be contacted. For more information and other employment opportunities, visit rrc.ca/hr