

Scheduler (Term)

Enrolment Services

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.

This competition may be used to establish a 6 month eligibility list of qualified candidates for future vacancies.

DUTIES

Creates, analyzes and validates data in the scheduling software to produce high-quality schedules for students, instructors and rooms and ensures all scheduling information is correct and available on the HUB. Resolves schedule/instructor/room conflicts to ensure schedules are conflict free and utilize resources to the fullest. Supports departments with entering their course requirements in the scheduling software and guides them through the scheduling process to meet deadlines, thus ensuring student registration.

REQUIRED QUALIFICATIONS

- Certificate in Business Administration or equivalent combination of education and experience in the domain of Scheduling
- Strong computer skills, including experience with Microsoft Office (Word, Excel, Outlook) with the ability to learn more complex software applications
- Excellent verbal and written communication skills
- Strong analytical skills to understand complex situations and predict outcomes and determine best course of action
- Ability to manage a large volume workload with a high degree of accuracy and attention to detail
- Experience in inputting, collecting, analyzing and verifying scheduling data
- Ability to adhere to confidentiality policies
- Ability to use conflict resolution techniques to deal with escalating situations
- Ability to work independently but also part of a team
- Experience building a respectful workplace culture that promotes diversity, learning and continuous improvement

ASSETS

- Knowledge of the Manitoba post-secondary system
- Experience with timetabling software (Infosilem)

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 campuses are located on original lands of Anishinaabe, Cree, Oji-Cree, Dakota, and Dene peoples, and on the homeland of the Métis Nation.

COMPETITION NUMBER

2022-178

CLOSING DATE

October 7, 2022

SALARY

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

POSITION LOCATION

Notre Dame Campus
(Winnipeg, MB)

POSITION TYPE

Full-Time, Term Position Available
Anticipated October 2022 up to
October 6, 2023
Possibility of an Extension

APPLY ONLINE AT

rrc.ca/careers

RRC Polytech 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. We aspire to have a workforce that is representative of the diversity within our communities, and welcome 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.

If you require this information in an alternate format, please contact humanresources@rrc.ca.



RRC Polytech 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