

# Operational Coordinator

## Campus Living, Ancillary 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.

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

### DUTIES

The Operational Coordinator, Campus Living, reporting directly to the Manager, Campus Living, performs a wide range of administrative responsibilities to ensure the effective and efficient functioning of the Campus Living Department, Residence Life program, and Summer Guest Housing. The incumbent provides exceptional customer service and assistance to all potential and current students and guests of Red River College Residence regarding all aspects of their Residence booking including processing housing applications and room assignments, and monitoring Residents' financial accounts using ERP and related software systems. The incumbent is responsible for providing access to Campus Living spaces by issuing and monitoring Residents' proximity lock keys.

### REQUIRED QUALIFICATIONS

- Experience providing office and administrative operational support
- Experience in providing face-to-face customer service
- Experience using Enterprise Resource Program (ERP) and resident management software systems
- Strong organizational skills including managing deadlines, prioritizing workload and making adjustments to meet business needs
- Experience working with Microsoft Suite (Excel, Word and Outlook)
- Ability to establish and maintain effective working relationships
- Ability to work independently and show initiative with minimal supervision
- Ability to work effectively as part of a team
- Experience working with confidential information and knowledge of FIPPA/PHIA
- Excellent interpersonal skills
- Excellent verbal communication skills
- Effective written communication skills
- Values Diversity, Equity, and Inclusion
- Commitment to lifelong learning

### ASSETS

- Valid CPR & First Aid Certification
- Experience working in the housing or hospitality industry
- Experience working in post-secondary institution
- Experience with Colleague ERP systems and proximity lock software

### CONDITIONS OF EMPLOYMENT

- Applicants must be legally entitled to work in Canada
- This position may be required to work evenings and/or weekends
- This position may be required to work overtime
- Incumbent must provide a current and satisfactory Criminal Records Check
- Incumbent must provide a current and satisfactory Child Abuse Registry Check and Adult Abuse Registry Check

### COMPETITION NUMBER

2019-090

### CLOSING DATE

May 27, 2019

### SALARY

\$35,254 - \$48,228 per annum

### POSITION LOCATION

Exchange District Campus  
(Winnipeg, MB)

### POSITION TYPE

Full-Time Position Available

### APPLY BY EMAIL TO

humanresources@rrc.ca

Red River College 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.

We seek diversity in our workplace, Aboriginal persons, women, visible minorities, and individuals with disabilities are encouraged to apply.



We thank all applicants for their interest, but only those selected for an interview will be contacted. Red River College provides accommodations to applicants with disabilities throughout the hiring process. If an applicant requires accommodation during the application or interview process, Human Resource Services will work with the applicant to meet accommodation needs.

For more information and other employment opportunities, visit [rrc.ca/hr](http://rrc.ca/hr)

2055 Notre Dame Ave., Winnipeg, Manitoba R3H0J9

