

ONCAT Careers Operations Coordinator

Location: Toronto, Ontario, Canada

Type: Contract 20-months

Category: Operations

Reports to: Operations Director

About the Employer

Established in 2011, the Ontario Council on Articulation and Transfer (ONCAT) was created by the government of Ontario to enhance academic pathways and reduce barriers for students looking to transfer among Ontario's 45 publicly funded colleges and universities. As a member organization, ONCAT works with those institutions to develop transfer credit policies and practices to ease student mobility. ONCAT also maintains the ONTransfer.ca website, a student portal designed to connect students to transfer opportunities within Ontario. Through ONTransfer.ca, students are able to make informed decisions about credit transfer in Ontario.

About the Position

Overview

Reporting to the Operations Director the Operations Coordinator supports the planning and implementation of key internal projects to enhance organizational policies, processes and team interactions, and manages incoming invoices and reimbursements, completing key due diligence checks to ensure approval is appropriately received and information is correctly documented. The incumbent plays a key role in external interactions with individuals interacting with the ONTransfer.ca website, and internal partners inputting information into the ONTransfer.ca database.

Qualifications

- Community college diploma in business administration, management or accounting.
- 3 to 5 years of relevant operational experience gained through positions in universities, colleges, government, or relevant not-for-profit and private sector organizations.
- Knowledge of:
 - Financial Concepts/ Basic Accounting
 - Project Management
 - Higher Education
 - First Aid/ Health and Safety
- Excellent MS Office skills including Word, Outlook (including email etiquette) and Excel.
- Strong attention to detail.
- Very good reading comprehension skills and verbal communication skills.
- Demonstrated ability to work independently and work collaboratively in a team environment.
- Strong teamwork and team building skills with an ability to build and maintain effective working relationships at all levels of the organization.
- Ability to input data with a high level of accuracy.
- Analytical skills to research and review policies.
- Bilingualism – French and English (spoken and written) is preferred.

Ontario Council on Articulation and Transfer (ONCAT)

180 Dundas St. West Suite 1902

Toronto, Ontario M5G 1Z8

T: (416) 640 6951 | F: (416) 640 6959

www.oncat.ca



Application Instructions

Please email your resume and cover letter to careers@ontransfer.ca and use the position title as your subject line.

The deadline to apply **September 10th, 2020 11:59pm EST**. Late applications will not be accepted. We thank you for your interest. Only those selected for further screening or an interview will be contacted.

ONCAT is committed to providing an inclusive and barrier free recruitment process to applicants with accessibility needs in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). If you require an accommodation during this process, please inform ONCAT of your requirements.

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