



ST. MARK'S COLLEGE  
CORPUS CHRISTI COLLEGE

## **Clerk II, Welcome Centre, St. Mark's College/Corpus Christi College**

"The Community of St. Mark's, which includes St. Mark's College, Corpus Christi College, and St. Mark's Parish, is the Catholic centre at UBC. St. Mark's College educates undergraduate and graduate students through a theological lens, preparing them to become leaders in Catholic schools, healthcare, and social services. It also prepares the academic formation for men preparing to serve as permanent deacons in the Archdiocese of Vancouver. Corpus Christi College provides students with the good undergraduate start that develops the individual student's potential and enables success today and beyond. Our offerings are unique, imbued with Catholic values, while complementary to UBC."

### **Overview:**

The mandate of the Office of the President & Principal, St. Mark's College/Corpus Christi College is to provide oversight and direction for the operation of the Colleges, in accordance with the strategic framework and directions of our governing bodies, the Board of Management and the Senate for St. Mark's College, and the Board of Governors and the Education Council for Corpus Christi College.

### **Expected Contributions:**

The Clerk II, Welcome Centre provides general office and administrative services, prioritizing both professional and confidential assistance to both internal and external customers of the Colleges. In that role, the Clerk II, Welcome Centre also provides primary support for the St. Mark's College spiritual formation programming during periodic Friday evenings and Saturdays, and ancillary clerical support for the Strategy & Planning, Communications, and Development & Alumni Relations areas. In addition, the Clerk provides direct support to students and faculty relating to the Colleges' photocopying user accounts and the software learning management system.

The Clerk II, Welcome Centre must prioritize workload issues of a cyclical and ad hoc nature and maintain flexibility regarding priorities due to the nature of the office and the need to quickly adjust to changing deadlines and priorities.

### **Functional Reporting Relationships:**

The Clerk II, Welcome Centre reports to the Administrative Coordinator, Office of the President & Principal.

Primary working relationships are with the Colleges' administrators, faculty, staff, students, St. Mark's Parish, and visitors to the Colleges' Iona Drive campus.

### **Expectations and Responsibilities:**

The Clerk II, Welcome Centre assists the Office of the President & Principal with reception and administrative services at the Iona Drive campus, including but not limited to the following:

- Acts as a receptionist for the Iona Drive campus.
- Manages the intake of walk-in traffic to the Welcome Centre; arranges appointments and makes appropriate referrals.
- Screens incoming calls and emails and organizes/circulates mail and correspondence as appropriate.
- Provides support for presentations and special projects and prepares publications and reports.
- Provides primary front-line support for the St. Mark's College spiritual formation (periodic weekend programming).
- Provides ancillary clerical support to the broader College community and other College departments, primarily Strategy & Planning, Communications, and Development & Alumni Relations.
- Acts as cashier, accepting and processing payment transactions received at the Iona Drive campus.

**Qualifications:**

- Post-secondary certification preferred (certificate, diploma or degree); with one (1) to three (3) years of experience working in clerical settings (preferably in post-secondary institutions); or an equivalent combination of education and work experience preferred
- Cannot be a current student of, or have graduated from (in the most recent two academic years), the Colleges
- Professional demeanor with excellent written and presentation skills
- Exceptional time management and organizational skills, ability to multi-task
- Demonstrated ability to communicate effectively with diverse audiences and stakeholders
- Ability to be flexible and adaptable
- Ability to work independently or as part of a team to meet deadlines and achieve project goals
- Advanced skills on Microsoft applications, including: Word, Excel, Access, PowerPoint, Outlook
- Ability to exercise a high level of judgment, discretion and confidentiality
- Commitment to forwarding the mission and vision of St. Mark's College and Corpus Christi College

**Closing Date:**

Open until filled

**Preferred Job Start Date:**

Monday, August 27, 2018

Please respond with CV and resume to [hr@corpuschristi.ca](mailto:hr@corpuschristi.ca)