



STAFF VACANCY

Brescia University College (www.brescia.uwo.ca), a Catholic college affiliated with Western University, is Canada's only women's university providing instruction to over 1300 students. Brescia is currently seeking an experienced and dynamic individual to fill a position as:

ENROLMENT SERVICES ASSISTANT

(Permanent fulltime, 37.5 hours/week - Level 4)

Reporting to the Associate Registrar – Student Success, this position will be a core position in supporting Brescia's new integrated office of student experience, The Hive. This position will respond to all student inquiries in areas such as: academic questions, academic accommodation, add/drop, forms submission and verification letters, fee payments, OSAP inquiries, student programming questions and registration.

This position requires a high level of understanding of the student life cycle, normally obtained either through personal experience or working within a university environment. Exceptional interpersonal and organizational skills, proficiency with various computer programs (including PeopleSoft) and good judgment skills are key to success in this position. As the first contact with the students, a high level of customer service is required. The ability to work within a team as well as demonstrating initiative and accountability for individual responsibilities is essential.

For a detailed description of the role please email brescia-positions@uwo.ca with your request.

Please submit a letter of application and resume by 4:00 pm on Thursday, October 20, 2016 to:

Brescia University College
c/o Human Resources
1285 Western Road
London, Ontario N6G 1H2
Fax: 519-661-3296
Email: brescia-positions@uwo.ca

Brescia provides support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. Candidates requiring accommodation during the recruitment process are asked to contact Human Resources at brescia-positions@uwo.ca