

## The Presbyterian College Job Description



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PRESBYTERIAN  
COLLEGE  
MONTREAL

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PRESBYTÉRIEN  
MONTRÉAL

**Position:** Administrative Coordinator  
**Position type:** Full-time, Permanent  
**Start date:** August 2022  
**Reports to:** Principal  
**Work Schedule:** Daily (Mon-Fri) 9 a.m. to 5:00 p.m.  
**Work Location:** 3495 University Street, Montreal (on site)

The Administrative Coordinator of The Presbyterian College is responsible to the Principal of the College but works as part of a staff team to ensure that the College pursues its mission efficiently and with excellence. The work of the Administrative Coordinator is central to the operations and life of The Presbyterian College; key our success in fulfilling our mission of forming students and a community in the context of theological education.

### Skills and Competencies

The Administrative Coordinator will have the following skills and competencies:

- English and French fluency – written and spoken.
- Excellent communication skills – written and spoken.
- Strong attention to detail in all tasks.
- Capacity for time management and multi-tasking.
- Demonstrated team spirit and enjoyment working with the public.
- Experience with bookkeeping/accounting processes.
- Strong facility with Excel.
- Facility with software programs such as Student Information System, CRM, Database, and website (Wordpress).

### Accountabilities and Responsibilities are in the following areas:

#### 1. Accounting Duties

This position includes accounting and bookkeeping duties in relation to payment processing, invoicing, and donation management:

- Process and code visa payments (tuition, rent, donations, parking, etc.).
- Prepare receipts/backup for all payments, for Accounting department.
- Keep accurate records and back up of donations via Sumac database, generating reports as requested, thank you letters, and annual tax receipts.
- Reconcile payments and donations with Accounting department, monthly.
- Prepare tuition and student fee calculations each term.
- Conduct follow-up for student payments.

## 2. Student Data

Maintaining current student information is key to the role: Tasks include:

- Maintain database of current students.
- Administer transcript requests and related academic data.

## 3. Reception

As receptionist, the Administrative Coordinator is often the first person encountered by guests and members of the college community. This work requires someone who enjoys interacting with and serving others, representing the college with a positive spirit.

- Welcome visitors and answer inquiries received by phone or email
- Receive, distribute and dispatch mail and packages
- Coordinate meals for weekly community lunch.

## 4. Residence and Facilities

The College has a residence of 40 rooms and 3 apartments, hosting College and McGill students. Tasks related to the residence and facilities include:

- Process residence applications and meet prospective residents.
- Consult with the Dean of Residence, Building Superintendent, and Principal concerning any issues in the residence.
- Coordinate summer and apartment rentals, and facility rentals to outside groups.
- Issue parking lot permits and coordinate snow removal contract for winter.

## 5. Office management

The Administrative Coordinator assists in the efficient functioning of the College and assists faculty in their work as appropriate. Tasks include:

- Responding to or forwarding correspondence, emails, phone calls
- Maintaining stock of stationary, office supplies, and related items.
- Manage photocopy and postage machines
- Preparation of bulk mailings for newsletter, fundraising, or similar.

## 6. Other tasks

It should be expected that there is some flexibility in this job description, with possible additional tasks in relation to event management or communications, given the changing needs of the College—with modest adjustments to the overall position and workload as appropriate. Also, the pandemic context means that certain tasks are fulfilled differently now than has normally been the case, and differently than will likely be the case in the future.

## **Compensation**

Compensation corresponding to qualifications and experience: \$44,000 - \$52,000, with Health and Dental Plan and Pension Plan participation.

## Apply

In order to apply for this position, please submit a CV with cover letter to:

Principal Roland De Vries  
[rdevries@pcmtl.ca](mailto:rdevries@pcmtl.ca)

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