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SUPPORT STAFF POSITION OPPORTUNITY

Job Title: Recording Studio Coordinator
Division/Department: Faculty of Media & Creative Arts, Music
Reporting To: Director, Technical Services
Start Rate: \$24.57

Competition #: 2019-137
Classification: Payband F
Campus: Lakeshore
Maximum Rate: \$30.81

SUMMARY OF DUTIES:

The incumbent provides confidential administrative support, detailed records management and other clerical, scheduling, and logistical support. The position supports school specific goals in increasing business development with regards to optimizing Music Studio use. Additional duties include providing general office assistance, i.e., ordering office materials, maintaining database/filing archival systems and other related duties; processing confidential human resource information through the preparation of contracts and other confidential documents for administrative signature; all scheduling of the Music Studio for internal and external stakeholders; assists with the hiring, and provides functional guidance to, Work Study student teams; managing facility and all related technical equipment.

The incumbent will also be responsible for answering inquiries from program applicants in person, via phone and email and will assist with other duties as assigned including event planning activities, booking rooms and catering, organizing for events/meetings and supporting the Music communications plan. To be successful in supporting growth –focused arts programs, the incumbent will have a sharp eye for streamlining and efficiencies along with the exceptional communication skills that belong to a true team player and relationship builder motivated by a dynamic, creative and growth-focused environment. Other duties as assigned.

Hours of Work: 40 Hours

Skill Testing Required: No

QUALIFICATIONS:

Preference will be given to candidates with a diploma/degree in a Creative Industry or related discipline. The successful candidate will also have 2 years of administrative experience, as well as familiarity with the recording studio environment, preferably in a post-secondary environment. This position requires excellence in customer service, a strong aptitude for problem solving, attention to detail, and the ability to work toward competing deadlines with minimal supervision. Candidates will be committed to the Humber's core values of innovation, creativity, compassion, integrity, self-awareness, and respect. The incumbent will be pro-active, tactful, and responsible and organized,

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while being able to work independently and within a team of creative experts. The incumbent will also be proficient in Microsoft Office Suite.

***This posting is directed to Humber's internal full-time employees. However, after the internal candidate process is completed, external applicants will be considered if necessary. Under the external candidate process, only applicants selected for an interview will be contacted. We thank all applicants for their interest in this position.**

Humber College is committed to a workforce that reflects the diversity of our students and our city. We actively seek qualified individuals from equity seeking groups with demonstrated skills and knowledge to deal with all aspects of equity, diversity and inclusion in a post-secondary environment. Humber College is committed to accommodating applicants with disabilities throughout the hiring process, in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Our Recruitment Coordinators will work with applicants requesting accommodations at any stage of the hiring process. This document is available in alternate formats upon request.

OPEN DATE: June 14, 2019

CLOSE DATE: June 23, 2019

A detailed job description for this position is available in HR Services. All candidates are asked to submit a cover letter and resume to HR Services by applying online at:
www.humber.ca/careers