



Administrative Coordinator/Policy Analyst and HSPnet Provincial Coordinator

The [Council of Ontario Universities \(COU\)](http://www.cou.ca) invites applications for the position of Administrative Coordinator/Policy Analyst and HSPnet Provincial Coordinator.

Representing the collective interests of Ontario's publicly-assisted universities, the Council of Ontario Universities (COU, www.cou.ca) promotes higher education in Ontario through analysis and policy development, advocacy and communications.

Provides a full range of administrative and clerical support to the Office of Health Sciences (OHS) and the related affiliate committees and coordinates major large-scale events. Working with the Director, OHS, manages many complex internal and external OHS budgets. Provides policy, research and project support to affiliated groups and project management for the OHS team. Acts as Lead Agency representative of the Health Sciences Placement Network ([HSPnet](http://www.hspnet.ca)) Clinical Placement System for Ontario, coordinating all activities and budgets, as well as providing direct support to the HSPnet Management Committee.

COU offers a competitive total compensation package and a close-knit and collaborative work environment in the heart of downtown Toronto's Discovery District. The hiring zone salary range for this position is \$56,650-\$63,000/year plus benefits package (remuneration commensurate to relevant skills and experience).

Key Responsibilities:

Administrative Support to the Office of Health Sciences:

- Responsible on an ongoing basis for coordinating meetings; providing notices of meetings and teleconferences, distributing agendas and supporting documentation in advance of meetings; organizing or directing others in co-ordinating the provision of logistical requirements for meetings or events.
- Writing and editing correspondence, final report production and distribution.
- Maintenance of membership listings for all OHS committee members.
- Monthly/quarterly reconciliations and forecasts for numerous OHS budgets and manage all OHS contracts.
- Provision of switchboard and kitchen relief as required by COU.

Policy and Analytical Support for one or more affiliate groups:

- Provides policy analysis support to the strategic initiatives of an affiliate group(s) by drafting briefing notes, letters and presentations to support the initiatives of these groups.
- Arrange and attend committee meetings and teleconferences and take notes; prepare draft summaries of discussions and action points.

Provincial Coordination of HSPnet:

- Coordinate HSPnet activities and budgets for Ontario, including setting of yearly cost recovery budget for the province, preparation and dissemination of invoices for all users, creation of yearly quote documents, collecting and analyzing student placement data to help inform budget, follow-up with users on outstanding payments, etc.

- Liaise with interested agencies to provide introductory information on user fees, system functionality, etc. Keep accurate records, including updating contact info for invoicing, and arranging of MOAs between users and COU.
- Support the activities of the HSPnet Management Committee, including arranging and Chairing meetings, preparing agenda and materials, taking notes, following up on action items, providing support for all committee projects/activities, and developing strategic enhancement plans for the system provincially.
- Attend monthly National Alliance meetings, representing Ontario as lead agency rep, providing provincial updates, and bringing back action items to the HSPnet Management Committee table.
- Plan and execute the yearly HSPnet User Group Meeting, including all logistics (venue, catering), communications, setting agenda, presenting to users on provincial activities, processing travel claims, etc.

Education:

Undergraduate degree, or equivalent experience.

Experience/Skills:

- 2-3 years minimum related work experience.
- Experience in research and analysis through work or education, with a demonstrated ability to gather, synthesize, evaluate, and interpret information from diverse sources.
- Ability to proactively develop and maintain effective working relationships with key contacts in government, member institutions, and other stakeholders.
- Strong analytical and conceptual skills, with an ability to apply creative and critical thinking to research and analysis.
- Professional manner; excellent verbal communication skills, exercising tact, discretion and judgment at all times; experienced in dealing with people at all organizational levels.
- Excellent organizational skills, with a strong ability to provide leadership, support, and coordination to committees; high degree of comfort in organizing meetings, videoconferences and webinars.
- Proven ability to work in a fast-paced environment with a commitment to team-work, adaptable, flexible, and responsive to change.
- Excellent written communication skills with an ability to write a variety of documents, such as briefing materials, reports and other correspondence.
- A high level of proficiency in computer skills, including all Microsoft Office applications, and strong database management skills.
- Ability to assume responsibility and to work independently, prioritizing and exercising sound judgement on sensitive matters. Must have demonstrated ability to organize and execute.

Those qualified are asked to submit a cover letter with resume, outlining your experience and suitability for the position as well as salary expectations, to OHS@cou.ca.

Application Deadline: 5:00pm EST August 10, 2022.

COU is an Equal Opportunity Employer that values the strength diversity brings to the workplace. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

COU 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 COU of your requirements.