



EMPLOYMENT OPPORTUNITY

PROJECTS OFFICER, OFFICE OF THE PRESIDENT

CONTRACT (1 year, renewable)

Regis College is a Catholic, Jesuit school of theology, affiliated with the University of Toronto (UT) through the ecumenical Toronto School of Theology (TST) and federated with the University of St. Michael's College (USMC). Together, Regis College and USMC operate the Regis St. Michael's Faculty of Theology (RSM) as a single academic unit within TST. Offering master's and doctoral degrees conjointly with the University of Toronto, RSM aims to form women and men for ministry and service in the Church and society according to the charism and traditions of the Society of Jesus and insights of the Spiritual Exercises of St. Ignatius of Loyola. In addition to contributing an Ignatian charism to the operation of RSM, Regis College operates an internationally recognized ecclesiastical faculty and a vigorous outreach program of public events and continuous learning.

Position: Projects Officer, Office of the President – Contract

Salary: Commensurate with experience

Salary range: \$44,400-58,700

Posting Close Date: Until position is filled

Apply to: Director of the President's Office (regis.presidentsoffice@utoronto.ca) with cover letter and resumé

Summary:

Reporting to the Director of the President's Office, this position contributes to the teamwork culture of the Office of the President, especially as it evolves in a transitional period. This is a 35 hours per week position (with normal working hours of 8:30 am to 4:30 pm), and flexibility to work evenings and weekends for events is required. This position provides general administrative support to the Presidents Office and is primarily responsible for advancement, communications, and events. This position also provides administrative support to the Msgr. John Mary Fraser Centre for Practical Theology at Regis College.

Qualifications:

- Bachelor's degree in humanities preferred
- Experience with Microsoft Office and WordPress
- Excellent organization and communication skills
- Ability to work independently upon appropriate training and direction
- Attention to detail and the capacity to multitask
- Ability to set and maintain priorities in the completion of tasks
- Familiarity with relevant software such as Canva, Zoom, and customer relationship management software such as Neon CRM

- Familiarity with academic organizations

Experience:

- 1 or more years of administrative experience
- Experience with customer service.
- Experience in a higher education environment preferred.
- Successful project management experience

We thank all applicants for their interest, however only those candidates selected for an interview will be contacted.

Regis College is committed to diversity and equity in employment. It welcomes applications from women, indigenous peoples, visible minorities, ethnic minorities, persons with disabilities, and others with diverse sexual orientations and gender identities.

Regis College complies with the Accessibility for Ontarians with Disabilities Act (AODA) and will provide reasonable accommodations to individuals with disabilities. If contacted for an interview, and accommodations are needed, please inform us at the time.