OTTAWA HOSPITAL AND REGION IMAGING ASSOCIATES

Job Posting

DATE: June 2018

A. POSITION IDENTIFICATION:

POSITION TITLE: Academic Administrative Coordinator

IMMEDIATE SUPERVISORS’ TITLE: Chair, Department of Radiology (DoR)
  Executive Director, OHRIA and DoR

SALARY RANGE: $26.19 to $30.85

STATUS: Regular full time, 37.5 hours per week
  08:30 to 16:30, variable

B. JOB DESCRIPTION

To provide administrative and coordination support to the Chair of the Department of Radiology, as well as administrative support to the Executive Director of the Ottawa Hospital and Region Imaging Associates (OHRIA) and DoR.

C. MAJOR RESPONSIBILITIES

1. Administrative Support to the Chair, DoR
   a) Coordinate the Chair’s schedule, including Faculty meetings, clinical days, meetings and various meeting requests
   b) Assist with various travel plans
   c) Coordinate and/or reconcile various payment requests and receivables
   d) Assist with all correspondence as well as requests for reference letters for residents, fellows, faculty members, etc.
   e) Coordinate general inquiries directed to the Chair

2. Coordination of the Department of Radiology office
   a) Liaise with various organizations and university departments including the department of Professional Affairs and the Dean’s office.
   b) Coordinate academic promotions and reclassifications
   c) Assist with the preparation of new applications for Academic Appointments for new clinical faculty, renewals of academic appointments, reclassifications, promotions and cross appointments for all DoR members and learners
   d) Assist with all correspondence and letters of support from the Chair.
   e) Schedule Departmental Teaching Professionals Committee meetings, create agendas, draft minutes, and track upcoming applications that need to be reviewed by the committee.
   f) Maintain a filing system and database of all faculty members including physicians, scientists and trainees at TOH including radiologists radiation oncologists, medical physicists, cross-appointed staff, adjunct professors, as well as radiologists at CHEO and Montfort.
   g) Relay communication/information from the university with Faculty, including upcoming events, important changes, and messaging from the Faculty of Medicine.

3. Administrative Support to the Executive Director of OHRIA and DoR

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a) Coordinate various projects delegated by the Executive Director
b) Coordinate various meetings and calendar events
c) Take minutes at meetings
d) Respond to various inquiries and redirect to the appropriate people in the Executive Director’s Absence
e) Assist with the preparation of various reports, procedures manuals, as well as transcribe committee minutes/correspondence

4. Undergraduate Program
a) Coordinate undergraduate electives with the undergraduate program coordinator to schedule electives in the department of Radiology for medical students from uOttawa and other universities.

5. Support to Radiologists/Faculty with various tasks
a) Book rooms, meetings, help to connect faculty with the Dean’s office for professional advancement, provide some secretarial assistance (printing/editing documents, etc.)

D. BASIC REQUIREMENTS

- Post-secondary Diploma in Business Administration, Office Administration, a Bachelor’s Degree, or equivalent;
- 2-5 years’ work experience in an administrative coordinator role;
- Proficiency in English: speaking and writing at an advanced level
- Proficiency in French: speaking at an intermediate level required
- Solid knowledge of computer software – in particular Adobe Acrobat, Microsoft Excel and Word, PowerPoint, SharePoint;
- Knowledge of best business practices in office administration and the most efficient means to present reports, data and documents;
- Knowledge of The Ottawa Hospital and the University of Ottawa’s policies and procedures;
- High level of organizational skills;
- Ability to troubleshoot software and hardware issues;
- Excellent prioritisation and time-management skills;
- Excellent interpersonal and verbal communication skills;
- Ability to work independently as well as part of a team;
- Ability to deal tactfully and diplomatically with staff and colleagues;
- Problem-solving and decision-making skills;
- Above average initiative and judgement;
- Ability to maintain staff confidentiality.

E. CONTACT
Please send resumes to Molly Carter at mocarter@toh.ca
Resume’s will be accepted until end of business day Monday July 9th, 2018

Please note that the successful candidate would be employed by Ottawa Hospital and Region Imaging Associates practice; and not the University of Ottawa.

The Ottawa Hospital and Region Imaging Associates is an equal opportunity employer. Upon request, accommodations due to a disability are available throughout the selection process.