



## Scheduling Technician(s)



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NAIT Human  
Resources  
PH: 780.471.7466

NAIT is a Limited  
Scent Environment

Competition No.	220145	Closing Date	Open Until Suitable Candidate(s) Found
Job Type/Status	Temporary Full-Time		
Hours per week	36.25	Work Hours	flexible
Department	Office of the Registrar		
Location	Main Campus, remote option	Area	Institutional Support
Employee Group	AUPE		

**Please Note:** this is a temporary opportunity ending on or before October 30, 2021 with the possibility of extension. NAIT is hiring multiple individuals for full and part-time opportunities on limited terms from 1 to 2 years.

NAIT is proud to be named one of Alberta's Top Employers for 9 consecutive years. NAIT offers a wealth of personal and family health and well-being benefits, training and development opportunities to support the professional growth of our staff, access to leisure facilities, a welcoming and inclusive environment unrivaled in engagement and dynamism, and co-workers who are collaborative, respectful and supportive.

The Office of Student Progression & Registrar (SPR) ensures adherence to academic regulations and processes that facilitate the provision of valued credentials. A strategic partner in program and student success, the SPR champions NAIT's educational model and provides subject matter expertise on admissions, enrolment, and student information system solutions and data.

### Key Responsibilities:

Reporting to the Scheduling Coordinator, the Scheduling Technician is a key administrative role in the Scheduling Office. These positions are responsible for scheduling multiple programs in shared space for classes, labs, and tutorials.

Responsibilities of the role include:

- Communicates with Department Heads, Chairs, and Associate Charis to build complex and intricate program schedules for students and instructors
- All scheduling must be completed within a set deadline
- Works closely with other scheduling technicians in a team-oriented environment

### Knowledge and Skills:

- Experience in the use of scheduling software (preferably Infoslem) for the purpose of maintaining and using electronic scheduling information
- Experience in the use of PeopleSoft or another integrated student information system for purpose of maintaining and using electronic student records information
- Well-developed communication skills (oral, written and listening skills). This would include the ability to effectively communicate information in a considerate and professional manner
- Ability to plan, and effectively manage a high volume of work with high degree of accuracy and attention to detail
- Ability to implement business decisions based on established criteria and scheduling standards
- Ability to escalate anticipated issues, trends, and negative consequences associated with change requests and class additions
- Advanced skills in Microsoft Office – ability to identify appropriate Office applications to assist in the completion of operational activities, e.g., communications, time management, etc.

### Qualifications:

- High School Diploma, Post-secondary diploma or degree considered an asset
- 3 – 5 years experience working in an office environment
- Experience in a post-secondary scheduling office considered an asset

**Remuneration:** \$1,788.15 - \$2,314.12 bi-weekly plus a comprehensive benefit plan (Classification: Administrative Support V). *This position is covered by the Alberta Union of Provincial Employees (AUPE) Collective Agreement.*

*Thank you for your application; however, only those selected for an interview will be contacted.*

It is recommended that applicants who have obtained educational credentials from outside of Canada and have not had them previously assessed, obtain an evaluation of their credentials from World Education Services or the International Qualifications Assessment Service (IQAS) - <http://work.alberta.ca/immigration/international-qualifications-assessment-service.html>