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EMSB



**EMPLOYMENT
OPPORTUNITY**

25 Celebrating 25 years!

MANAGER

General Circular No. M-27

Place of Work:	School Organization
Classification:	5
Salary Rate:	\$72,911 to 97, 212
Start Date:	Determined by the Board
Immediate Superior:	Director School Organization

Nature of the Work

The position of the Manager entails the responsibility of performing duties required by the School Organization team to manage, develop, coordinate and oversee methods, procedures and programs pertaining, among others, to administrative organization and operations, data processing and the rational use of the school board resources.

Main tasks and responsibilities

- Manage, develop standards, and oversee good practices within the School Organization Department
- Develop and manage the Critical Path for both dossiers: *Eligibility and the International Program*
- Oversee the daily activities of both dossiers: *Eligibility and the International Program*
- Exercise direct supervision of the following positions: International Facilitator, Administrative Technicians and Online Tutors
- Manage biweekly meetings with the team to develop strong organizational, communication and problem-solving skills
- Supervise and evaluate the Support staff under the incumbent's authority
- Manage, oversee and organize training for administrative technicians
- Collaborate with the ministry and other school boards
- Collaborate with other departments: Registration, Finance, Student Services, Procurement, Archives, etc.
- Collaborate with IT department to resolve problems within the different School Org platforms
- Participate as needed in the development of strategic objectives and priorities for the department

Manage the Eligibility dossier

- Manage and conducts workshops for school secretaries
- Manage the verification of accuracy of information entered
- Manage regular maintenance updates of ADAN
- Manage the rules and regulations related to the eligibility application procedure
- Manage web site, including website registration and online appointments
- Manage and oversee the communication between parents, students, agents and schools

Manage the International Student dossier

- Manage, and oversee the EMSB International Student Program
- Manage the myTrunorth platform
- Responsible for the promotion of the International dossier
- Collaborate with procurement department to apply the tendering process for the recruitment of agents
- Manage and oversee the insurance dossier for International Students
- Manage and oversee the administration of the English exams for International Students
- Manage the Implementation of new technology tools (i.e., Flywire, etc.)
- Perform any other related tasks

Requirements and Qualifications

- Bachelor's degree in a related field and two years of experience in a relevant field
- Or Diploma of college studies in a relevant field of study and six years of relevant experience
- Or Secondary V diploma in a relevant field of study or valid certificate of qualification for the practice of a trade relevant to the position and ten years of relevant experience
- Excellent French language skills, both oral and written
- Ability to effectively supervise personnel
- In-depth knowledge of Microsoft Office 365 (Power Point, Teams, SharePoint, One Drive, etc.)
- Knowledge of GPI, JADE, Charlemagne, ARIANE, ADAN, Mozaik platform, is an asset
- Excellent communication, organizational, analytical, interpersonal, and creative skills
- Good knowledge of the International Student Dossier is considered an asset
- Good knowledge of the Eligibility dossier is considered an asset

To view job description as outlined in the classification plan [click here](#)

Interested candidates should send their letter of interest and curriculum vitae to jobs@emsb.qc.ca to the attention of Ms. Ann Watson, Director of the Human Resources Department,
by Wednesday July 17 by 4:00 p.m.

Please refer to the circular number in your letter of application.

Only candidates chosen for an interview will be contacted by the English Montreal School Board.

Tests may be administered in order to assess candidates' skills.

The English Montreal School Board has implemented an Equal Access Employment Program in accordance with the Act respecting equal access to employment in public bodies and encourages applications from women, members of visible and ethnic minorities, aboriginal and handicapped peoples.