



Student Success Centre Assistant (Full Time)

ABOUT ST. MARY'S UNIVERSITY:

St. Mary's University is a dynamic and innovative teaching and research university located on a beautiful historic site. We provide affordable, accredited and highly valued degrees in the Liberal Arts, Sciences and Education. Founded in the Catholic Intellectual Tradition, and as the only independent Catholic university in Canada, St. Mary's University prepares its students to live with integrity, compassion and confidence while embodying a compassionate commitment to ethics, social justice, and respect for diversity of opinion and belief. St. Mary's became a proud member of Universities Canada in 2022, and has over 1000 full- and part-time students, approximately 200 full- and part-time faculty and staff, and an average class size of 25.

Located in Mohkínstsis (Calgary) on the ancestral territory of the Blackfoot Confederacy (Siksika, Kainai, and Piikani First Nations), the Tsuut'ina and Îyârhe Nakoda Nations, as well as the Otipemisiwak Métis government, District 6, Calgary Elbow. St. Mary's is focused on developing the whole person: mind, body, and spirit.

Consistent with our Catholic values, St. Mary's University is committed to fostering an institutional culture that values, supports, and promotes equity, human rights, respect, and accountability within our community. St. Mary's is a university where all are welcome and inclusive excellence is important. We are committed to removing barriers for those who have been historically underrepresented or discouraged in our society.

WHAT WE ARE LOOKING FOR:

The Student Success Centre Assistant manages administrative support the daily functions and activities of StMU's SSC Services (Access, Academic Supports, Testing) and is responsible for the security, coordination and scheduling of accommodated and external exams. The Student Success Centre Assistant establishes a welcoming, inclusive and professional atmosphere in the Centre, communicates effectively with students, faculty and external institutions regarding Centre services, maintains accurate and confidential student records, and effectively manages the Centre's data collection to comply with internal and external reporting requirements. This is a full-time position with a varied schedule based on need.

Start date: August 18, 2025

WHAT WILL YOU DO:

- Coordinate accommodated and external exam requests, communicate with students, schedules test bookings and arrange and prepare testing materials
- Collaborate with Success Centre Team to review and augment practice as to deliver top-notch service to the students and faculty we serve

- Liaise with faculty and external institutions to prepare testing materials, address the accommodation requirements of students and ensures student accessibility needs are met, including technology and materials, coordinates evening proctoring, scribes, and readers as needed
- Prepare materials for use with assistive technology as required
- Contribute to internal and external reports
- Forefront and contribute to management of SSC Services, Peer Mentors, Success Seminars and Testing services as required, schedules, record keeping, communication, expense reports and submissions, as well as managing Centre supplies and inventory
- Ensure accurate record keeping of test bookings, maintains exam security and exam integrity
- Coordinate acquisition of alternate format texts and resources
- Success seminars scheduling, attendance and record keeping
- Create Communications highlighting opportunities and initiatives for students and faculty
- Some flexibility of hours during peak periods (final exams and midterms) will be required

QUALIFICATIONS & ATTRIBUTES :

- Post-Secondary degree with a focus on communication, psychology or education an asset
- Strong interpersonal skills
- Creative and Innovative
- Effectively able to communicate (verbal and written) with students, staff, and faculty
- Technical skills to set up computer-based exams, and assistive technology
- Skilled in the use of Microsoft Office Suite with an emphasis on Microsoft bookings and Excel
- Comfort with Canva or related software
- Familiar with assistive technology and able to adopt new technologies, software and programs
- Accurate record keeping with strong attention to detail
- Able to maintain confidential records
- Previous experience in a post-secondary setting preferred
- Adept in database management
- Ability to promote, or at least respect, the institution's Catholic mission and identity
- Ability to promote equity, diversity, and inclusion, as well as Truth and Reconciliation.

WHAT YOU CAN EXPECT:

As a part of the St. Mary's University family, eligible employees receive a competitive compensation package and comprehensive total rewards program that includes, but not limited to, a group benefits package, health spending account, RRSP matching, generous time off, and tuition remission. Compensation will be commensurate with qualifications and experience.

APPLICATIONS:

All applicants must submit a cover letter and resume, along with salary expectations directly via email to careers@stmu.ca in word or pdf format, with the Subject Line of: "Student Success Centre Assistant" by end of day on May 20, 2025. We are unable to accept applications and dossiers through third party platforms.

St. Mary's University is an equal opportunity institution committed to an inclusive, barrier-free recruitment and selection process and work environment. We hire on the basis of merit and are passionate about building and sustaining an equitable and inclusive work environment for students, staff and faculty, where diversity in all areas is celebrated and valued. Support services and accommodations are available if required to ensure an equitable, and inclusive working environment. To ensure a fair and equitable assessment, questions regarding equity, diversity, inclusion, and accessibility can be sent to the Equity, Diversity, and Inclusion (EDI) Committee (EDI@stmu.ca) and requests for accommodations at any stage of the recruitment process can be sent to Human Resources (careers@stmu.ca). Any information received relating to accommodation will be addressed confidentially. We encourage all qualified individuals to apply. Priority will be given to Canadians and permanent residents of Canada.

*We thank all applicants for their interest, however only those applicants being interviewed will be contacted. **No phone calls please.***

