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Learning in Retirement Assistant

Internal candidates will be given priority consideration at this time. Please note: Carleton University encourages applications from all qualified candidates.

Job Number: J0218-0396
Job Title: Learning in Retirement Assistant
Job Type: Continuing Full Time
Department: Centre for Initiatives in Education
Job Category: Administrative
Number of Positions: 1
Date Posted (dd/mm/yyyy): 14/02/2018
Closing Date (dd/mm/yyyy): 21/02/2018
Salary (with Salary Rate): 49,372.00 - 53,882.00/Year
Employee Group: Administrative Staff - CUPE 2424
Salary Level: 6PE
Date Position Available: 05/03/2018

Duties and Responsibilities:

The Centre for Initiatives in Education (CIE) is an academic unit that houses several programs: the Enriched Support Program (ESP), Aboriginal Enriched Support Program (AESP) and Learning in Retirement (LinR). The Learning in Retirement Assistant, reporting to the Centre Administrator and Financial Coordinator, primarily assists in administering the LinR program by acting as its first point of contact and providing administrative support to the Learning in Retirement Administrator and Coordinator. The Learning in Retirement Assistant also assists with departmental reception duties, as required.

The Learning in Retirement Assistant responds to LinR program inquiries (telephone, e-mail and walk-in), processes registration and payment of approximately 1,500 – 1,800 LinR participants per year, and assists the Learning in Retirement Administrator and Coordinator with planning and carrying out each LinR session (4-5 sessions per year). The incumbent participates in selecting program lecture series, assists in brochure content creation (4-5 brochures yearly), completes all LinR brochure mailouts, updates mailing lists, researches and recommends new brochure recipients, as well as program statistics, prepares end-of-session participant surveys for distribution, and performs data entry of hand-written responses. He/she also assists with scheduling LinR classes in accordance with lecturer availability.

During off-peak LinR periods and as required, the incumbent assists with reception and other departmental duties, including greeting and responding to visitor inquiries, completing mailouts, and assisting other program administrators and coordinators as needed.

Qualifications:

The incumbent must possess the following qualifications:

- Excellent presentation and communication skills;
- Experience with databases;
- In-depth knowledge of Excel and Word is imperative to create spreadsheets and program documents;
- Superior customer-service skills;
- Be an effective team member, communicate coherently and promptly with others, and respond well to requests and inquiries from other staff;
- The ability to create and maintain systems that organize tasks and ensure they are completed in an appropriate fashion;
- The ability and willingness to solve problems as they arise;
- The capacity to work under strict deadlines;
- The ability to communicate effectively with our senior-citizen population, work-study and part-time students who are employed at CIE, and with other office staff and faculty;
- Superior customer service skills, organization and written skills;
- Excellent oral communication and presentation skills;
- Sound knowledge of administrative procedures;

Education and Experience:

The above is normally acquired through the completion of:

A pass university degree, administrative and computer training and at least two years of related experience, or equivalent, preferably in an academic environment working with faculty and students.

HR Note:

Equivalencies will be considered. Applicants are encouraged to provide information which may demonstrate equivalent qualifications. Please note that applicants may be required to complete an employment test as part of the selection process for this position. Those applicants that are selected for an interview will be requested to contact the Human Resource Advisor assigned to this competition as soon as possible to discuss any accommodation requirements. Arrangements will be made to accommodate your request in a timely manner. Carleton University is strongly committed to fostering diversity within its community as a source of excellence, cultural enrichment, and social strength. We welcome those who would contribute to the further diversification of our University including, but not limited to: women; visible minorities; First Nations, Inuit and Métis peoples; persons with disabilities; and persons of any sexual orientation or gender identity and expressions.

Please answer all of the following questions before applying

*1. Do you have a pass university degree, administrative and computer training?

☐ Yes

☐ No

*2. Do you have at least two years of related experience, or equivalent, preferably in an academic environment working with faculty and students?

☐ Yes

☐ No

* Question numbers in red and with an asterisk indicate mandatory questions (answer is required).

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deirdre_cfa@icloud.com

From: deirdre_cfa@icloud.com
Sent: Thursday, February 15, 2018 6:01 AM
To: 'hrcdic@cdic.ca'
Subject: Competition #1157
Attachments: Deirdre Moore CV20180214 CDIC.doc; Deirdre Moore Cover Letter 20180214 - CDIC.doc

Good Morning.

Please find attached my cover letter and c.v. for the above-noted competition.
Thank you for your consideration.

Deirdre Moore
61-261-3520

CDIC / ABOUT US / CAREERS / **MANAGER, CORPORATE RISK, PLANNING AND REPORTING
(ONE-YEAR TERM)**

Manager, Corporate Risk, Planning and Reporting (One- year term)

Location: Ottawa

Competition #: 1157

Would you like to join a dynamic group of professionals that forms part of Canada's financial safety net? If you're a creative, out-of-the-box thinker that is energized by solving problems with experience and knowledge in any of the following areas, apply today!

- Corporate Planning
- Reporting and Finance Support
- Enterprise Risk Management
- Business Continuity Management and Security

The Manager, Corporate Risk, Planning and Reporting ("the Manager") works directly with the Director, Corporate Risk, Planning and Reporting ("the Director").

During the evolution of the Corporate Risk, Planning and Reporting portfolio, the Manager will be required to maintain and enhance CDIC's Enterprise Risk Management (ERM) program to ensure that it is aligned with the Corporation's planning activities; oversee the Office Services function; maintain and enhance the corporation's business continuity management frameworks and security programs; provide direction on the Corporate policy framework; support the finance department with various tasks; and continuously improve other on-going activities (such as the drafting, submission and publication of CDIC's Corporate Plan, Summary of the Corporate Plan and Annual Report). The position will also function as a back-up to the Director, CRPR.

deirdre_cfa@icloud.com

From: no-reply <no-reply@quantum.ca>
Sent: Thursday, February 15, 2018 6:09 AM
To: deirdre moore
Subject: Thank you, for registering at Quantum.

Your Quantum web profile has been created. Please visit www.quantum.ca to sign in and access your web services.

Thank you.

CIHI
Finance
Co-ordinator

deirdre_cfa@icloud.com

From: hr-rh@cihi.ca
Sent: Thursday, March 1, 2018 9:05 AM
To: deirdre_cfa@icloud.com
Subject: Thank you for registering with CIHI!/Merci de vous être inscrit auprès de l'ICIS!

Good day,

Thank you for registering with CIHI.

We wish you every success with your application and please visit our website regularly at <http://www.cihi.ca> for new and exciting career opportunities! You can also subscribe to our job alert function to receive e-mail notifications of positions matching your criteria. On our website, click on Submit Resume, then click on Job Agent Subscriber to register.

Attention: Please do not reply to this message. Replies to this message are undeliverable.

Regards,
Human Resources
Canadian Institute for Health Information
CIHI-Taking Health Information Further
<http://www.cihi.ca>

Bonjour,

Nous vous remercions de vous être inscrit auprès de l'ICIS.

Nous vous souhaitons un franc succès et vous invitons à visiter régulièrement le site Web de l'ICIS (<http://www.icis.ca>); vous y trouverez d'excellentes possibilités de carrière! Vous pouvez également vous inscrire à notre Agent d'emploi à partir de notre site Web afin d'être avisé par courriel des postes qui correspondent à vos critères. Cliquez pour ce faire sur Soumettre votre C.V., puis sur Abonné à l'agent d'emploi.

Attention : Les réponses à ce courriel ne sont pas livrables; veuillez ne pas y répondre.

Sincères salutations,
Service des ressources humaines
Institut canadien d'information sur la santé
ICIS - À l'avant-garde de l'information sur la santé
<http://www.icis.ca>

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City/Ville Ottawa

Province Ontario [ON]

Title Finance Coordinator

Range Minimum \$56,210

Summary The Finance Coordinator plays a key role during monthly and year-end cycles by contributing to the preparation of the monthly financial statements and related documentation. Other responsibilities include maintenance of the general ledger by preparing and/or reviewing and/or posting journal entries, internal budget adjustments and quarterly accruals. The Finance Coordinator coordinates activities associated with the maintenance and troubleshooting of the Enterprise Resource Planning tool.

Duties and Responsibilities

1. Supports the Senior Financial Analyst with the preparation of monthly financial statements and related supporting documentation and ensures completeness and accuracy by preparing and/or reviewing journal entries and lead sheets prepared by other Accounting Services & Corporate Reporting team members. Assists with the month/year-end system closures. Assists with the production of the Finance and Management financial packages and ensures they are released in a timely manner.
2. Prepares reclassifying journal entries, internal budget adjustments and quarter-end accruals based on information provided by management, the Finance Business Partners or other analysis.
3. Conducts or reviews routine and periodic financial analysis/reconciliation such as, but not limited to, month/year-end balance sheet schedules and specific expense accounts.
4. Monitors and follows-up on outstanding workflow tasks within the Enterprise Resource Planning tool to ensure prompt payment of accounts payable.
5. Maintains the accounts, functions and programs/projects related listings (including descriptive information), as applicable. Ensures financial information on the intranet is updated in a timely manner.
6. Maintains the purchase order to close listing and collaborates with the Procurement department to ensure action is taken in a timely manner.
7. Runs the Employee Movement Monitoring reports and supports the Finance Business Partners in an effort to maintain the security of the Enterprise Resource Planning tool (including segregation of duties within the tool).
8. Coordinates the tickets requesting work to be performed by the Information Technology Services team with regard to the on-going maintenance of the Enterprise Resource Planning tool.
9. Supports activities and preparation associated with the annual audit.
10. Maintains a very good knowledge of CIHI policies, procedures, products and services as well as provincial/federal sales tax legislations.

**Knowledge &
Experience**

- University Degree in Business Administration or Commerce with a major in accounting. An equivalent combination of education and experience will be considered. An accounting designation is an asset.
- Three years of relevant accounting experience, including demonstrated technical aptitude with corporate software systems. Experience with Agresso is an asset.
- Experience working with budgets, cost control and vendor management
- Strong financial analytical skills.
- Works effectively in a team environment as well as independently.
- Strong organizational skills and demonstrated ability to manage multiple priorities.
- Proven ability to work in a sophisticated computerized environment and proficiency in using spreadsheet applications.
- Experience in the use of Microsoft Office applications including Excel, Word and PowerPoint.

To find out more about this role and other exciting opportunities visit our website at www.cihi.ca and check out our "Careers" section.

We thank all those who apply, however, only candidates selected for an interview will be contacted.

At CIHI we are committed to fostering an inclusive, barrier-free and accessible environment. Part of this commitment includes arranging accommodations to ensure an equitable opportunity to participate in the recruitment and selection process. If you require an accommodation, we will work with you to meet your needs.

**Closing Date/Date 3/9/2018
limite**

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