



## X-ACT Project Coordinator

### Writing Centre

Professional Staff Group

Temporary Part-Time – 15 hours/week; August 12-November 1, 2024

**Classification:** Band B

**Hourly Rate:** \$21.31-26.05/hour for 15 hours week

#### Overview

StFX is a top ranking Canadian university and we are seeking a **Project Coordinator for the Academic Transitions Program (X-Act)**. Reporting to the Academic Success Centre Manager, the X-Act Project Coordinator will be responsible for managing the onboarding, training, scheduling, and supervision of 20-30 student staff.

**About the X-Academic Transitions Program:** Learning at university draws on many of the skills students already have, but even so, it takes some time to learn how to succeed in their classes. This program will help students develop and enhance the learning skills and strategies they will need to be successful in their first year at StFX. Topics include time management, using a syllabus, using Moodle, academic integrity, academic regulations, studying, coping with stress, and how to connect with campus resources.

The six-week program developed by the Academic Success Centre and is delivered by Education students. Registration is open to any first-year student at StFX, including incoming transfer students. More information can be found here:

<https://www.stfx.ca/student-services/academic-services/academic-success-centre/x-act>

#### Key Responsibilities

- Training & coordinating training of student leaders
- Collecting hiring forms from student leaders
- Distributing course materials
- Updating course Moodle site(s)
- Weekly meetings with student leaders
- Checking in on active sessions
- Coordinating absences & substitutions of student leaders
- Room booking/changes
- Collecting & collating attendance records
- Resolving participant issues with registration/attendance

#### Qualifications

- A University degree in Business or equivalent
- Preference will be given to candidates with 1-3 or more years experience in a similar role. Experience in a University environment will be considered an asset
- Strong organizational skills, excellent interpersonal skills, experience leading staff
- Excellent written and oral communication skills
- Ability to multi-task and follow-up with an eye for detail
- MS Office suite (Excel, PowerPoint, Word) experience helpful

## **Application Instructions**

**The closing date for applications will be June 1, 2024.** To apply please submit a letter of application and a resume in confidence to **Dr. Mark Leeming, Manager, Academic Success Centre, StFX University** at [mleeming@stfx.ca](mailto:mleeming@stfx.ca). Only those selected for an interview will be contacted.

*St. Francis Xavier University is located in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People.*

*Our institution is committed to upholding the values of equity, diversity, inclusion and accessibility. We encourage applications from members of groups that have been historically disadvantaged and marginalized, including Indigenous persons (especially Mi'kmaq), racialized persons (especially African Nova Scotians), persons with disabilities, those who identify as women and/or 2SLGBTQIA+ and any others who would contribute to the diversity of our community. Please note that all qualified candidates are encouraged to apply; however, applications from Canadians and permanent residents will be given priority.*

*We are also committed to the elimination of barriers to participation for persons with disabilities. Should you require an accommodation during the recruitment process, please contact People & Culture at [hr@stfx.ca](mailto:hr@stfx.ca) or 902-867-5038.*

## **About St. Francis Xavier University**

Established in 1853, St. Francis Xavier University (StFX) is consistently recognized as one of the best universities in Canada. StFX exceeds the needs of today's undergraduates through providing the very best academic experience -- outstanding teaching, exceptional hands-on research opportunities, and global exchanges -- all within Canada's most vibrant and inspiring residential campus. Here, the focus is on the academic and the personal development of every student, making community and social engagement a large part of the learning experience. Our students are academically strong and highly engaged in every aspect of life, determined to make a positive impact on the world.

In 2022, Maclean's annual university rankings put StFX #1 in student satisfaction and #2 in reputation across Canada in the primarily undergraduate category. For more, visit [www.stfx.ca](http://www.stfx.ca)

## **About Antigonish, Nova Scotia**

The beautiful and historic town of Antigonish is located within the northeastern corner of Nova Scotia. Only a 15-minute drive from the ocean and a two-hour drive to major urban centres, Antigonish is a family-friendly community with a diverse and growing population and provides access to excellent education at all levels. The town is surrounded by rolling countryside and beautiful beaches and is a hotspot for outdoor recreation, sports and other active lifestyle activities. Antigonish supports a vibrant culture in the arts with music, performing arts, visual arts and crafts, and fabulous festivals happening throughout the year.

For more information visit [www.townofantigonish.ca](http://www.townofantigonish.ca) or [www.visitantigonish.ca](http://www.visitantigonish.ca).