

Step 1: Upon finding an employment opportunity that is of interest to you, please click APPLY NOW and seen in the Green Button at the bottom of the ad:

The screenshot shows the Memorial University website's Human Resources section. The header includes the university logo and navigation links for Search, Jump To, and Log In. Below the header is a green navigation bar with links for About Us, MyHR, Careers, Retirees, and Administrators. The main content area features a sidebar with various job categories and a central job posting for an Administrative Staff Specialist II in the Office of the Registrar. The posting includes details on duties, qualifications, salary, and closing date, along with an 'Apply Now' button highlighted by a red arrow.

MEMORIAL UNIVERSITY Newfoundland and Labrador's University

SEARCH **JUMP TO** **LOG IN**

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HUMAN RESOURCES

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External Job Postings
Internal Job Postings
Academic Positions
Marine Institute Instructors, Research and Technical Personnel
Information for Prospective Employees
Student and Other Positions

Employment Opportunity

ADMINISTRATIVE STAFF SPECIALIST II
Office of the Registrar

(Contractual Position to August 23, 2019)

DUTIES
The successful applicant will be responsible for providing financial, administrative and operational support to the Manager, Administration and Finance of the Office of the Registrar. Duties include performing a variety of financial and administrative services including assisting with budget development and updates for the Academic Advising Centre and other Registrar's Office units as required; preparing and maintaining comprehensive records of finances and accounts including reconciliations, travel forms and purchasing activities; preparing and analyzing financial and student reports and investigating discrepancies; assisting with human resources and labour relations activities including leave management, payroll analysis, staff recruitment and collective agreement administration; participating in the development and implementation of office procedures; coordinating events; and performing other related duties as required.

QUALIFICATIONS
Considerable experience (3-5 years) in progressively responsible administrative roles; completion of most university coursework towards an undergraduate degree in business administration or related field; or any equivalent combination of experience and training. The ideal candidate will have financial and administrative experience including budget preparation, data compilation and analysis, staff recruitment and leave management; knowledge of university policies, procedures and regulations; strong analytical, organizational, interpersonal and communication skills; an attention to detail; the ability to work independently; and proficiency in the Banner Administration System (Finance and HR) and Microsoft Office Suite.

SALARY \$45,383 - \$63,642 per annum (Non-Bargaining)
CLOSING DATE March 14, 2019

All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. Memorial University is strongly committed to employment equity and especially welcomes applications from all qualified candidates, including women, members of visible minorities, Aboriginal persons, members of sexual minorities and persons with disabilities.

Please be advised that we are unable to provide updates on current competitions.

[Apply Now](#)

Step 2: At this point you will be asked to Login to you MUN account. If you are creating a new account, please click Create account as indicated below.



MUN Login

MUN Login ID or e-mail address

Password

log in

[Can't login?](#)

[Create account](#)

[Feedback](#)



Step 3: To create a new account, please click the blue Setup Guest Account button



MUN Login

Create account

Memorial Number [Setup Guest Account](#)

Your Memorial Number is a 7 or 9 digit number that was provided by either Human Resources or the Registrar's Office

Date of birth

January | 1 | 2002

Account Recovery Options

In the event that you forget your password we will use your cell phone or external e-mail address to help you reset it. You must provide at least one of these to continue creating your account.

Cell Phone Number

An text message will be sent to this number with a code you will need to enter shortly. Please enter the full phone number similar to 709-555-1212.

External E-mail Address

An e-mail will be send to the address provided containing a confirmation link that you must click on within 24 hours.

[Continue](#)



[Cancel account set up](#)

Step 4: Please enter a preferred email address, note that you cannot use a @mun.ca account



MUN Login

Create Guest Account

To setup your account please enter your E-mail address below and then click 'Continue' You will be sent an e-mail with a verification link that you must use within 24 hours.

E-mail Address

Please note you cannot use an @mun.ca e-mail address for a guest account.



[Cancel account set up](#)

[Feedback](#)

Step 5: Please visit your preferred email address to verify your account creation



MUN Login

Create Guest Account

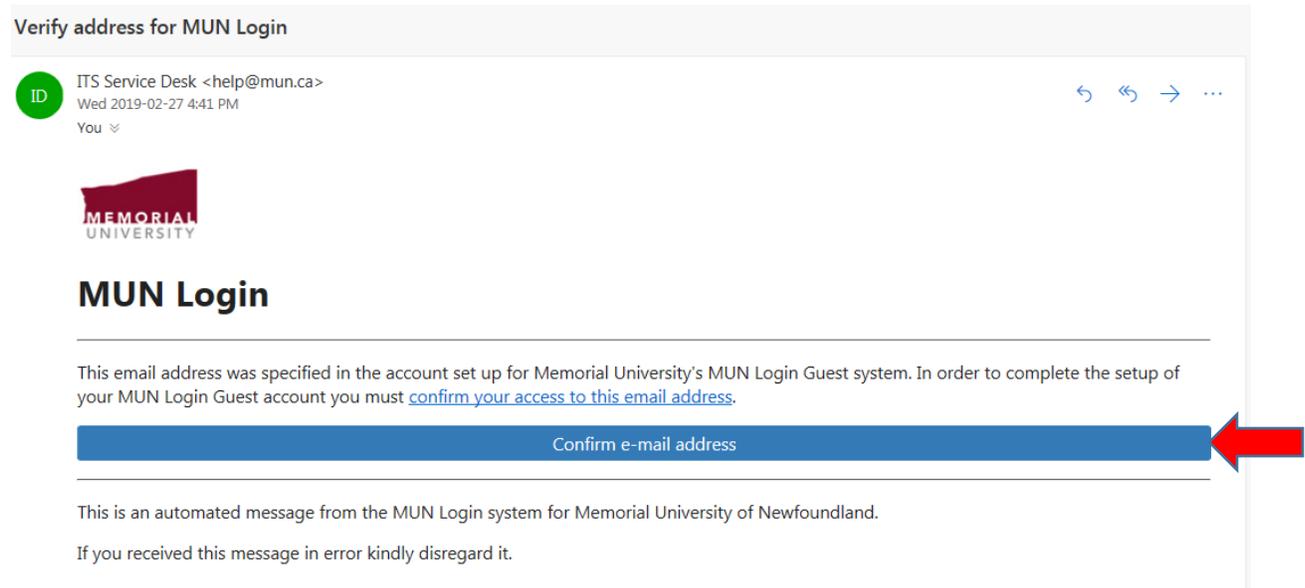
Verify E-Mail

We have sent a verification link to **je*****7@hotmail.com**. Please click on that link within 24 hours to validate your e-mail address. You will then be able to log in to MUN Login.

[Cancel account set up](#)

[Feedback](#)

Step 6: Once in your preferred email address, search for an email from **ITS Service Desk**, you must confirm your email address to confirm your account creation by clicking on the blue button as seen below.



Step 7: Once in you have confirmed your preferred email address, you will be redirected back to MUN Login to finish creating your guest account. Your preferred email address will be your MUN Login ID and you will be expected to create a password that must:

- ✓ Be at least 8 characters
- ✓ Contain a lower and upper case letter
- ✓ Contain a number or special character



MUN Login

Create Guest Account

Create a Password

MUN Login ID

Password

Confirm

Your password must:

- ✓ be at least 8 characters
- ✓ contain a lower and upper case letter
- ✓ contain a number or special character

[Cancel account set up](#)

[Feedback](#)

Step 8: Your Guest account has been successfully created and you can now login!



MUN Login

Your account has been activated. Please log in now.

MUN Login ID or e-mail address

TEST NAME



Password

••••••••

log in

[Can't login?](#)

[Create account](#)

[Feedback](#)

Step 9: Once in you have logged in you must complete your application by simply indicating your First Name, Last Name, Phone Number as well as an Alternate Number if preferred. You can at this point add any required documents to include in your application and complete the closing sections.

 MyCareer@MUN [My Profile](#) [My Applications](#)  hotmail.com

Application for Employment

Memorial University of Newfoundland

Competition Number
MUN00013

Department
Office of the Registrar

Position
ADMINISTRATIVE STAFF SPECIALIST II **EXTERNAL**

Contact Information

First Name *

Last Name *

Email *

Phone *

Alternate Phone

Attach Documents (Resume, Cover Letter, Transcript, etc.)

[Select files](#)

Drop files here

Other Employment Opportunities

Memorial University maintains a candidate list of individuals who are interested in short-term contractual or temporary positions, as they become available. Duties and responsibilities for these opportunities range based on the specific requirements for the positions involved and candidates will be evaluated based on education, experience and demonstrated skills and abilities. To be considered for these opportunities, please select areas for consideration below:

- Administrative
- Custodial/Cleaning
- Information Technology
- Research
- Security
- Skilled Trades

Eligibility *

I am currently eligible for employment in Canada.

Yes No

Step 10: Once your application is submitted, you will receive the following message on your screen:



Step 11: As a follow up, an email will be sent to your preferred email address indicating that your application has been received.

NOTE:

At any time you can login using these credentials at: <https://careers.mun.ca/memorial/>

1. Once logged in, you can review your applications or update your personal profile.
2. The credentials created here can be used for future job opportunities that may be of interest to you.