ANCILLARY POSITIONS

Campus Store

The Campus Store is a self-supporting ancillary operation that offers textbooks, supplies, apparel, and computers and electronics.

ROLES INCLUDE:
- Director
- Administrative Assistant
- Course Materials
- Merchandise Management
- Sales Floor Operations
- Business Manager

Media Production Services

Media Production Services provides in-house support services professional visual, electronic, technical and print media needs.

ROLES INCLUDE:
- Director
- Manager, Finance and Administration
- Customer Service Representatives / Financial Assistants
- Supervisor, Digital Imaging Production
- Digital Imaging Production Operators
- Digital Imaging Production Technicians
- Manager, Creative Development
- Senior Designers

Hospitality

Hospitality supports student and staff experiences, learning and enrichment by providing healthy foods on campus, including catering services.

ROLES INCLUDE:
- Two Senior Manager roles

Our Story

When I joined McMaster University in 2011, the employee engagement process Roger Couldrey, VP (Administration), was embarking upon was still in its early days.

The vision at the time was a hope that together, all positions, would identify opportunities for improvement and again, together, develop reasonable and achievable action plans toward making progress on our opportunities. Since joining McMaster I have had the privilege of getting to know you and seeing the results of now two surveys (2011/12 and 2013/14). Over my short time here I have witnessed keen energy at all levels toward making McMaster an amazing place to be. I too have been energetic and passionate about ensuring your voices are heard and our accountability toward delivering improvement is tracked, measured, and communicated. These efforts have not always been easy, additional efforts across all areas (sometimes already very busy areas) have been essential, but these efforts have definitely been worth it and made possible by the significant contributions of our volunteer Employee Engagement Ambassadors and of course YOU.

Our journey is still just beginning, last year we initiated our first job shadowing opportunities. The job shadowing experience is meant to provide exposure to fellow employees about roles possibly being considered for future career growth or career pathing. As well, in some cases the job shadow opportunity is also used to enable a colleague to better understand a role and its processes within another department. Overall, the job shadow feedback was excellent and the request to continue this has prompted us to launch another call for interest. This time we have summarized departments and roles that could be shadowed within this Job Shadowing Menu. YOU will have time between now and November 30th to consider a role you might want to shadow, discuss the role with your supervisor to ensure the shadowing experience can deliver on your knowledge objectives, and finally, express interest using our simple expression of interest form. Job shadowing requests received by November 30, 2015 will be used to produce a summary report for each area during December; then over the course of 2016 job shadow dates will be set based on mutually reasonable times for both YOU and your job shadow host and host department.

Finally, I really hope everyone sees the efforts going into taking all of your feedback seriously, and while we can’t change everything overnight, with your help we make small meaningful and impactful changes over time. Thank you all for being so engaged, so free with your feedback and overall for being a part of our McMaster community.

My very best wishes on our continued journey together.

FOR MORE INFORMATION
- Contact mentoring@mcmaster.ca
AVP (Administration) & CFO Office
The CFO office leads, coordinates and facilitates a number of strategy priorities for the University in addition to supervising a portfolio of administrative and ancillary areas.

ROLES INCLUDE:
- AVP (Administration) & CFO
- Executive Assistant

Accounts Payable
This department is responsible for the timely and accurate payment of business transactions for McMaster University and its affiliates. This includes supplier invoices, employee reimbursements, non-PO vouchers, and reconciliation of PCard charges.

ROLES INCLUDE:
- Senior Manager
- Lead Associate, PO Vouchers
- Lead Associate, Travel & Non-PO Vouchers
- Accounts Payable Associates

Budgeting Services
This department provides support for the University budget process through guidance and assistance to business units in planning, implementing, monitoring and control. The office also provides support to the Budget Committee by providing the information required to make sound decisions and recommendations regarding the allocation of resources.

ROLES INCLUDE:
- Director
- Administrative Assistant
- Senior Analyst
- Budget Assistant/Advisor
- Budget Project Manager
- Budget Assistant/Business Analyst

Financial Affairs Business Office
This department provides support for Hospitality and Residence Services. Staff in this office process payments from suppliers and student meal cards, enter pay for hospitality employees, and prepare financial reports for these departments.

ROLES INCLUDE:
- Manager
- Systems Analyst
- Financial Coordinators
- Accounting Assistants

Financial Services
This department manages the university's monthly/annual financial reporting for both internal and external users.

ROLES INCLUDE:
- Director
- Administrative Assistant
- Senior Manager, Accounting & Financial Reporting
- Manager, Financial Reporting
- Financial Coordinators (Trust Funds, Bank Reconciliations, Other)
- Senior Accountant
- Manager, University Affiliates & Associations

Student Accounts & Cashiers
This department manages student billing and payments, and processes all cash receipts. Staff provides support and counseling for students in regard to their accounts.

ROLES INCLUDE:
- Manager
- Systems Coordinator
- Systems Assistant
- Coordinator of Customer Service
- Credit Assistant
- Service Representatives – Student Accounts

Financial Systems Support
This department supports processes related to the University's financial system (Mosaic).

ROLES INCLUDE:
- Senior Manager, Financial Systems Support
- Business Analysts
- Systems Administrator, Web and Desktop Specialist

Treasury Operations
The Treasury Operations department supervises the investments of the University, including the Investment Pool and Pensions funds and manages the cash flow for the Working Capital Fund to meet the daily needs of the University.

ROLES INCLUDE:
- Treasurer
- Staff Accountant
- Investment Assistant

Strategic Procurement
This department is comprised of Strategic Procurement and Customs & Traffic. They negotiate and facilitate the purchase of goods and services, monitor purchasing compliance, manage the competitive bidding process across the University, and provide PCard training for staff.

ROLES INCLUDE:
- Director
- Senior Manager
- Supervisor
- Procurement Specialists
- Procurement Assistants
- Senior Customs and Traffic Officer