

Medicine Hat College
Functional Organization Chart
2019-2020

**Medicine Hat College
Board of Governors**

Office of the President

- President's Office Administration
- Freedom of Information & Protection of Privacy
- Government Relations
- Records & Document Management

**President &
Chief Executive Officer**

Academic

Administration & Finance

Student Services

Registrar's Office

- Strategic Enrolment Management (SEM)

Enrolment Services

- Admissions
- Articulation & PLAR
- Registration
- Scheduling & Timetabling
- Student Accounts
- Student Financial Aid
- Student Information Systems
- Student Records
- Student Recruitment

Mental Health & Counselling

- Mental Health Strategies & Programming
- Student Counselling

Sport & Wellness

- Alberta Sport Development Centre
- Be Fit for Life Centre
- Campus Recreation
- Recreational Facilities
- Varsity Athletics

Student Engagement

- Academic Advising
- Academic Coaching
- Academic Transition Program
- Accessibility Services
- Indigenous Student Support
- Student Career Services
- Student Residence
- Writing Support

**Division of
Arts, Education &
Business**

Arts & Education

- Academic Resources Centre
- Adult Basic Education
- College Preparation
- Criminal Justice
- Distributed Learning
- Early Learning & Child Care
- Education
- English as a Second Language
- English for Academic Purposes
- Humanities & Social Sciences
- Open Learning Centre
- UT Arts
- Visual Communications

Business

- Administrative Office Management
- Administrative Office Professional
- Bachelor of Business Administration
- Business Administration

**Division of
Science & Health**

- Health Simulation

Health & Human Services

- Addictions Counselling
- Child & Youth Care Counsellor
- Interdisciplinary Studies
- Paramedic
- Social Work
- Therapist Assistant (OTA/PTA, SLPA)

Nursing

- Health Care Aide
- Nursing
- Practical Nurse

Science

- Environmental Reclamation Technician
- UT Kinesiology
- UT Science

**Division of Trades &
Technology**

- Automotive Service Technician
- Built Environment Engineering Technology
- Carpenter
- Computer Aided Drafting & Design
- Electrician
- Heavy Equipment Technician
- Information Technology
- Plumber/Gasfitter
- Power Engineering Technology
- Steamfitter/Pipefitter
- Welder

**International
Education**

- International Student Recruitment
- International Agreements
- International Projects Management
- Study/Work abroad programs

Financial Services

- Accounts Payable
- Accounts Receivable
- Banking Services
- Budget Planning
- Enterprise Risk Management
- Insurance Management
- Investment Management
- Purchasing Administration

**Hospitality &
Conference Services**

- Events & Conferences
 - Non-Academic Facility Bookings
- Food Services
 - Cafeteria
 - Catering

The Bookstore

- Campus Store
 - Gifts
 - Office Supplies
 - Parking Passes
 - Textbooks
- Duplicating & Mail

Information Technology Services

- Application Programming Development & Support for Internal Use
- Classroom Technology & Office Computer Systems Purchase, Maintenance & Repair
- Computer Help Desk Services
- Data Storage & Security
- ERP Systems Analysis & Support
- IT Security
- Learning Management Systems Support - Blackboard
- Network Systems Design & Support
- Server Systems Design & Support
- Software Purchasing & Technical Support
- Web Systems Technical Support

**Human
Resources**

- Compensation, Classification & Job Evaluation
- Employee & Labour Relations
- Employee Photo ID Cards
- Employee Recognition
- Employee Recruitment, Selection, & Retention
- Employee Wellness
- Learning & Development
- On-boarding
- Organization & Job Design
- Payroll & Benefits Administration
- Performance Achievement
- Succession Planning

Occupational Health & Safety

- Environmental Management
- Emergency Response Planning
- Health & Safety Programs
- Parking
- Security
- Workers' Compensation

**Facility
Operations**

- Building & Mechanical Maintenance
- Campus Planning
- Capital Project Management
- Custodial
- Fleet Management
- Property Management
- Roads & Grounds
- Telephone Services

**Policy &
Human
Rights**

- Human Rights
- Policy Development and Maintenance

**Advancement &
Community
Relations**

College Advancement

- Business Development
 - APEX incubator
 - Business assistance and partnerships
 - Entrepreneur Development Centre
 - Innovation
 - Project grant writing
 - 3D printer and prototype services

Fund Development

- Alumni
- Donor relations and events
- Foundation

**Marketing &
Communications**

- Advertising
- Convocation
- Digital signage
- Graphic design, standards & style guide
- Internal communications (e.g. On Campus)
- Media relations
- Promotional materials
- Publications (e.g. corporate documents, *real*, feature writing)
- Social media and training
- Website content and design

**Strategic Research
& Analysis**

- Data Management, Analysis & Reports
- Institutional Reporting
- Research/Survey Design, Data Analysis & Reports
- Special Projects

**Brooks Campus
& Regional
Stewardship**

- Brooks Campus Facilities
- Brooks Campus Residence
- Regional Stewardship

**Continuing
Studies**

- Conservatory of Music & Dance
- Corporate Training
- Non-credit programming
- Pre-employment Apprenticeship
- Summer Camps