Medicine Hat College **Functional Organization Chart** May 2024 **Medicine Hat College Board of Governors** Office of the President President & President's Office Administration **Government Relations Chief Executive Officer** Institutional Planning **Administration & Finance Academic Facilities & Information** Advancement & **Student Services** School of Arts. Science and **Corporate Finance Human Resources Teaching & Learning Technology Community Relations** Education Registrar's Office Centre for Innovation & Teaching Excellence Admission, Transfer & Transcripts Training and support for online and face-to-face instruction Arts Articulation & PLAR Implementation of institutionally supported teaching technologies Art & Design **Facility Operations** Finance Design & Development Registration **Culture & Development Fund Development** US Arts Instructional Course Design Scheduling & Timetabling Planning, development, Accounts Payable Equity, Diversity & Engagement US Humanities & Social Sciences Program Design & Curriculum Mapping Student Accounts maintenance, and support of Accounts Receivable Employee Health & Wellness Donor relations and events **Development of Digital Materials** Education Student Financial Aid college buildings and grounds **Banking Services** Employee Recognition & Engagement Community Engagement **Library Services** Bachelor of Education Student Information Systems Fleet Management **Budget Planning** Learning & Development **Marketing & Communications** Collection development/Library Resources (books, journals, databases, purchases) Early Learning & Child Care Non-Academic Facility Bookings Student Records **Enterprise Risk Management Human Resources** Inter-library Loan Services Advertising Science Student Recruitment Campus Security Insurance Management Open Access, OER, Copyright & Licensing Support Compensation Planning Convocation Environmental Biology and Reclamation Access Control Investment Management International Education Controlled digital lending & e-Reserves Classification & Job Evaluation Digital signage Technology **Key Management Purchasing Administration** Global Engagement Information Literacy, research skills and citation support & instruction **Employee & Labour Relations** Graphic design, standards & style guide **Brooks Campus Facilities** US Science Multimedia (A/V) for Faculty & Students International Student Services **Hospitality & Conference** Employee Photo ID Cards Internal communications (e.g. On **US Kinesiology** Reference and research assistance **IT Services** International Student Recruitment Services On-boarding Campus) Student Photo ID Cards Sustainable Innovation Planning, development, Study Abroad and International Organization & Job Design **Events & Conferences** Media relations Strategic Research & Analysis Partnerships maintenance, and support of Performance Achievement Promotional materials Data Management, Analysis & Reports **Food Services** college computing services, Mental Health & Counselling Publications (e.g. corporate documents, Cafeteria Succession Planning Institutional Reporting equipment, networks, IT Mental Health Strategies & Programming Talent Acquisition & Retention Research/Survey Design, Data Analysis & Reports Catering real, feature writing) security, and enterprise Student Counselling Occupational Health & Social media and training Crave software systems Athletics & Recreation Website content and design The Bookstore Safety System integration, Development **Brooks Campus** Campus Recreation and Support for Internal Use Campus Store Emergency Response Planning/Mgmt. Athletics and Recreational Facilities **Brooks Campus Residence** Learning Management Systems Gifts Ergonomics Varsity Athletics Office Supplies Health & Safety Programs **Regional Stewardship** Technical Support— School of Trades & School of Health and School of Business and Student Supports Parking Passes Blackboard Workers' Compensation Textbooks Academic Advising **Technology Community Services** Software Purchasing & Technical **Continuing Studies** Payroll, Benefits & HRIS Support **Duplicating & Mail** Academic Coaching Payroll & Benefits Administration Accessibility Services Web Systems Technical Support Human Resources Information System **Trades** Business **Community Services** Academic Resource Centre Telephone Services Automotive Service Technician Administrative Office Management Child & Youth Care Counsellor Indigenous Student Support Services **Enterprise Resource** Carpenter Administrative Office Professional Criminal Justice Student Employment & Career Services Electrician **Planning Project Business Administration** Interdisciplinary Studies Student Residence Heavy Equipment Technician **US Commerce** Implementation of Unit 4 ERP and Social Work Writing Support Plumber/Gasfitter Service Dog & Canine Studies Management Therapist Assistant (OTA/PTA, SLPA) the Anthology Student System **Student Policy & Compliance** Policy & Compliance Steamfitter/Pipefitter Sport & Event Marketing & Management Software and related Health Welder **Continuing Studies** Policy development, review & processes Health Care Aide Pre-Employment Apprenticeship maintenance Corporate Training Bachelor of Science in Nursing FOIP Technology MHC Conservatory Paramedic Records Management Power Engineering Technology Non-credit Programming Practical Nurse Human Rights Advisor Aviation Summer Camps **Applied Learning Centre Built Environment Engineering** Pathways to Success (Health Simulation)

Technology

Information Technology

Computer Aided Drafting & Design

Community Adult Learning Program (CALP)

Language Instruction for New Canadians

(LINC) Explore GED Tests