**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Department Coordinator, Biology

**Job Number:** A-281

**NOC:** 1221

**Band:** 9

**Department:** Biology Department

**Supervisor Title:** Chair, Biology Department

**Last Reviewed:** September 24, 2019

**Job Purpose**

The Department Coordinator assumes responsibility for all academic undergraduate advising of Biology, Kinesiology (temporarily), Biomedical, and Conservation Biology students, with shared responsibility for Forensic-Biology and Biochemistry students. The Department Coordinator is also responsible for enrollment management; all classroom and laboratory timetabling in Peterborough and Oshawa, and provides enrollment and course demand information to assist the Chair in long-range planning. The Department Coordinator provides advice regarding assignment of GTAs to courses as well as AA needs and distribution. The Department Coordinator is responsible for professional communication and problem solving to maintain positive working relationships with a variety of contacts inside and outside the university. The Department Coordinator works with the part-time Placement Officer to provide students and hosts with ongoing support as the part-time Placement-Officer is not available from January through April.

**Key Activities**

 *Advisory Responsibilities*

1. Is responsible for all Biology academic advising in Biology, Kinesiology (temporarily), Biomedical, and Conservation Biology students, with shared responsibility for Forensic-Biology and Biochemistry;
2. Reviews student records and provides advice to students about Biology and university requirements Assists students in developing knowledge, capability, and self-reliance related to their educational pathways. Advising may be accomplished through phone, email, or in person appointments;
3. Analyses prerequisite waiver requests, communicating with students as necessary;
4. Coordinates Open House events, recruiting faculty, students and staff for Biology, Kinesiology, Biomedical, and Conservation Biology, ensuring that all volunteers have the appropriate academic program information;
5. Attends Outreach Events;
6. Provides advice regarding graduate school, medical school, and other professional schools, for preparatory course selection and application processes;
7. Liaises with Academic Advisors, Trent Online, and other academic departments;
8. Communicates with students and promotes department through social media (e.g., maintains Twitter feed);
9. Responsible for responding to requests from secondary school students and guidance counsellors;
10. Monitors and advises on articulation and transfer agreements as they relate to Biology; In the recurring absence of the part-time Biology Placement Officer, advises students regarding placement opportunities and the application process, communicates with placement officers from other departments as well as the Experiential Office and Careers team, provides point-of-contact for student currently at placements, agency hosts, and faculty regarding placements and internships, and provides placement and internship input university-wide as required.
11. Advises Chair of developing situations where there are student concerns or complaints, or potential conflicts;
12. Consults with and provides advice and referrals to faculty, Departmental Chair, Registrar’s office, and academic skills centre as appropriate;

*Timetabling, Enrollment Management and Planning*

1. Liaises with faculty, staff, Registrar’s Office and other programs (e.g., Nursing, Forensic Science, Chemistry) to develop classroom and laboratory timetables in Peterborough and Durham throughout the year, and establish priority registration management plans; manages waitlists;
2. Maintains database of course offerings and enrollments and prepares long-range forecasts of course demand for use by the Chair in program planning;
3. Assists with program planning;

*Teaching Support*

1. Maintains departmental database of teaching support needs;
2. Evaluates and answers prerequisite waiver requests;
3. Requests information from graduate students regarding preferences and assigns graduate students to appropriate GTA positions while considering union requirements, student and faculty preferences, prepares and signs GTA contracts on behalf of Chair;
4. Summarizes Academic Assistant (AA) needs;
5. Prepares AA budget to submit to the Dean’s Office for Fall, Winter, and Summer terms; responsible to ensure that this budget is met;
6. Reviews and approves AA contracts before submission to the Dean’s Office;
7. Reviews final course syllabuses prior to Chair’s approval

*Placement and Internship Support*

1. Assumes the duties of the part-time Placement Officer in their absence. This includes advising students of placement opportunities and requirements, receiving applications, following up with hosts or students in the event of injuries, tracking assessments, and updating reports and forms as needed.

*Other Administrative Responsibilities*

1. Maintains database of CUPE Right of First Refusal (RFR) requests and evaluations;
2. Prepares letters for RFR candidates to advise of requirements and liaises individually to provide information, collects all necessary documentation from RFR candidates including student evaluations and dossiers, provides spreadsheet for personnel committee summarizing applicants’ qualifications and documentation;
3. Prepares and maintains department policy manuals for use by faculty, part-time instructors and staff;
4. Resource person for the departmental Curriculum committee;
5. Member of the Awards and Enhancement committee;
6. Advises and monitors new scholarship and prize initiatives;
7. Monitors trust funds to determine available prizes;
8. Maintains database of departmental scholarships and awards; determines lists of candidates for individual awards from among the 1300 majors and joints majors; prepares a summary of eligible students according to the award criteria;
9. Arranges undergraduate awards ceremony each year;
10. Arranges welcome for new students in September (Biomedical, Conservation, and general Biology students), arranges for final presentations for thesis students;
11. Responsible, in consultation with the Chair, for academic calendar copy for Biology, Biomedical, Conservation Biology, Biochemistry, and Forensic Biology;
12. Prepares USC applications for modifications to courses or programs in consultation with Chair and faculty.

**Education**

* Master of Science degree in Biology or related

**Experience Required**

1. Three year administrative experience with preference given to experience in an academic environment.
2. Strong organizational and problem solving skills with attention to detail;
3. Initiative, tact, diplomacy and personal relation skills required;
4. Project management and teamwork skills with a high level of self-directedness.
5. Demonstrated presentation skills;
6. Strong communication skills, both written and verbal;
7. Ability to work with community partners in a collaborative manner;
8. Demonstrated proficiency in the use of MS Office (specifically Word and Excel), Iris, and Colleague;
9. Ability to interpret learning experience needs of students with possible career avenues;
10. Ability to work well under pressure;
11. Excellent interpersonal and diplomatic skills; excellent communication skills, both oral and written;
12. Demonstrated ability to maintain confidentiality;
13. Demonstrated self-directed and independent problem-solving and work experience;
14. Experience with undergraduate students;
15. Experience with social media;
16. Ability to work accurately in stressful conditions with multiple demands, tight deadlines, and changing priorities.