

OPSEU Job Description

Job Title: **Academic Coordinator – Medical Professional Stream Program & Science Fair Assistant**Job Number: **A-366**  
NOC: **1221**  
Band: **7**  
Department: **Medical Professional Stream Program, Science fair**Supervisor Title: **Program Coordinator, Medical Professional Stream Program; Science Fair Director**  
Last Reviewed: **September 27, 2018**

## Job Purpose

Medical Professional Stream (MPS)

Reporting to the Program Coordinator for the Medical Professional Stream (MPS) and the Premed Option, and working in conjunction with Professional Medical Advisors, assumes responsibility for program advising and program development and ongoing support for Medical Professional Stream students’ pursuit of professional medical programs after completion of undergraduate degrees.

Science Fair

Provides secretarial and fundraising support to the Peterborough Regional Science Fair. Performs a variety of administrative and clerical/reception duties, as well as fundraising and promotional duties related to the operation of the annual Peterborough Regional Science Fair. Promotes the Fair to the Peterborough and surrounding business communities and the Trent community as the host of future young scientists and potential Trent students. Member of the Board of Directors and serves on ad hoc committees, as needed.

## Key Activities

Medical Professional Stream (MPS)

*Advisory Responsibilities;*

1. Responsible for assisting with MPS program development and establishing program policies and procedures;
2. MPS program advising;
3. Organizes events for MPS students;
4. Advises entering high school and first year students regarding transferring into the program;
5. Liaises with Academic Advisors and student services;
6. Interprets academic policies and procedures to students;
7. Advises related to updating MPS policies and procedures;
8. Attends recruitment events and coordinate Program participation in Open Houses, OUF and transfer credit events;
9. Assists in maintaining standards of policies and requirements for Medical, Dental, Veterinary, and Pharmacy Professional School to ensure advice and integrity of the program;
10. Serves as a consultant on MPS program and Professional Medical School requirements, activities, policies, and initiatives for MPS students;
11. Provides information to MPS on International Medical School;
12. Supports MOU’s developed with International Medical Schools;
13. Maintains Department database related to MPS students with accommodation plans.

*Student Support;*

1. Helps to develop, support, and implement policies and processes related to student success in non-academic and co-curricular activities to support the enhancement of a student’s autobiographical sketch required for Professional Medical Program admissions;
2. Coordinates new student Orientation events; and upper year program events;
3. Organizes training and information events for students (First Aid/CPR training, guest lecturers, academic advising sessions);
4. Plans MCAT, DAT, PCAT help sessions;
5. Liaises with student representatives in the Premed Society as well as committee representatives and students at town hall events.
6. Evaluates applications for the Premed Option and provides feedback to students on criteria that may be missing from applications;
7. Manage the Blackboard site for the MPS program.

*Enrolment Management, Planning, and Admissions;*

1. Under the supervision of the Program advisor, evaluates and rates autobiographical sketches and other application requirements for new students and evaluates intent to transfer request from existing first year Trent students;
2. Plans and participates in admissions presentations in year 1 Trent courses including email outreach/announcements;
3. Maintains database of course offerings for the Premed Option; and MPS enrolments and prepares long-range forecasts of course demand for use by the Program Coordinator in program planning;
4. Develop and prepare marketing materials for the MPS program, including website development and brochures;

*Extracurricular and Co-Curricular Activities and Volunteer Placements;*

1. Maintains an Extracurricular, Co-Curricular and Volunteer Tracking record for MPS students to be used as an evaluation tool for student progression into years 2, 3 and 4;
2. Develops outreach initiatives with volunteer organizations for MPS student engagement;
3. In the absence of the Faculty Coordinator, acts as a point of contact for MPS students in volunteer placements;
4. Provides feedback on forms and documentation as required;
5. Provides guidance and support to students in the pursuit of Extracurricular and Co-Curricular activities and volunteer placements with local service agencies;
6. Assists the Faculty Coordinator with preparing and training students to obtain volunteer placements;
7. Organizes ongoing communication and the marketing of our students to the community;
8. Assists with establishing and tracking of Community Agency affiliation agreements.
9. Hosts Community Agencies for promotion of programs and services to MPS students for prospective volunteer opportunities

*Other Administrative Responsibilities;*

1. Hires, supervises, and disciplines student employees, as appropriate.
2. Develops and applies for funding through Trent University Work Study Program TWSP program; participates in selection of candidates for TWSP office assistants; assigns and supervises the work of TWSP office assistants;
3. Assists with development of new program and policy initiatives and preparation for external reviews;
4. Prepares and maintains program policy manuals for use by program administrators.

Science Fair

1. Performs various promotional duties related to the Fair such as securing media space, coordinating update and printing of posters, preparing packages for schools, and contacting school boards for distribution
2. Contact previous and new sponsors to donate cash and prizes for participants
3. Prepares an updated list of current year sponsors, making sure contact person is up-to-date
4. Donor management: contacts each cash and prize donor (separate lists) to reinforce the importance of their contribution to the Science Fair and convey the Fair’s appreciation, encouraging them to continue to donate
5. Develops new sponsors through outreach in our catchment areas, with special emphasis on Courtice, Newcastle, Bowmanville, Lindsay, and north of Lindsay areas.
6. Design and put together promotional packages to send to potential new sponsors, following up with a phone call or arranging a potential face-to-face meeting with the one of the Board Members.
7. Prepare promotional material packages for Science Fair participants by age
8. Prepare annual list of awards and sponsors for the Science Fair brochure and web master
9. Liaise with Chief Judge to update special awards and criteria
10. Pick up donated prizes from local businesses
11. Prepare letters and envelopes for fair day winners
12. Prepare prizes and cheques from winners list to be awarded the afternoon of the Fair
13. Have school plaques engraved and distributed to schools (approximately four per year)
14. Write thank you letters to donors as cheques arrive
15. Administer registrations for the annual Science Fair, by processing and confirming registrations on the online system, taking and recording payment, compiling a list of Science Fair participants, communicating and troubleshooting with parents and participants
16. Answer telephone inquiries about the Fair
17. Arrange Science Fair committee meetings by contacting members, taking minutes, and booking rooms
18. Ensure necessary assistance is available to the Science Fair Director on the day of the fair by coordinating volunteers, booking rooms, making sure judge coordinators are available
19. Other duties as assigned

## Education

Honours Bachelor Degree (4 year)

## Experience Required

1. 3 years of administrative experience within a University environment including 1 year of related undergraduate experience in a Professional program;
2. Knowledge of admission process for medical professional programs serviced through MPS
3. Computer applications (including word processing, spreadsheets, excel, databases and Internet) as these relate to the academic environment;
4. Excellent interpersonal and diplomatic skills;
5. Excellent oral and written communication skills;
6. Demonstrated ability to maintain confidentiality;
7. Demonstrated self-directed and independent problem-solving and work experience.

## Analytical Reasoning

High level of analytical reasoning e.g., identifying Trent courses that provide depth and breadth for the MCAT and prerequisite courses for admission to Professional Medical Schools.

## Decision Making

High level of freedom and independent thinking (e.g., planning and supporting student orientation, groups, and events.)

## Impact

Essential to the program, the key position for supporting and providing direction to all students, particularly those requiring accommodations due to disability, extenuating circumstances, participation in extra-curricular activities and volunteer activities that support a student’s application to a Professional Medical Program.

## Responsibility for the Work of Others

Direct Responsibility

TWSP Student(s)

Event Volunteers (as required)

## Communication

Internal:

* Registrar’s office: Helps develop and implement procedures and practices for the admissions process for the MPS program; to organize scholarship prize for Science Fair finalists;
* Liaison office: Recruitment and liaison at Trent to plan and coordinate recruitment activities for the MPS program;
* Financial Services and Financial Aid, to determine the status of student's accounts and to track payments to Trent. Also to secure financial aid and short term loans for candidates for the purpose of supporting their participation in the MPS Program;
* Plan and support program fundraising profile and initiatives;
* Careers and Counselling, Trent to update on program requirements and deadlines activities for program graduates or those interested in Professional Medical programs;
* Academic Departments/advisors, Senior Tutors Trent to provide information and advice about program requirements which effect appropriate course selection and volunteer work opportunities for the purpose of helping those enrolled in the MPS program successfully complete their academic requirements;
* Students, Trent on matters relating to student issues in the MPS program;
* International Office to promote international medical school opportunities and MOU’s for MPS students.
* Marketing and Communication: prepare news stories and articles for external sources, promotional videos, website management and brochures
* Alumni Office and Trent alum to act as mentors to MPS students
* Science Fair Committee – to organize meetings, send out minutes, and ensure that volunteer duties are performed in advance of and on the day of the Fair
* Room Bookings – to organize rooms for the Science Fair participants and judges
* President’s Office – to apply for the TEW Nind Endowment Fund to support the Fair

External:

* Peterborough Community Agencies to support and develop relationships for prospective student volunteer placements, training and supervision, by coordinating the needs of host agencies with the needs of the Program and students.
* General Public, to act as a resource;
* Potential Students Applicants, to assist in recruitment activities and promotion;
* Professional Medical Schools to research and learn more about admission requirements and changes that might impact the program for the purpose of clearly articulating such changes to MPS students.
* Professional Medical Associations to keep abreast of ongoing information for students seeking Medical School admissions and keeping current on the challenges and issues faced with students pursuing medical school;
* MCAT/DAT and PCAT training organizations for MPS students to receive training
* Training Organizations: First Aid and CPR
* General public – to answer questions about the fair
* Potential sponsors/business owners – to solicit new sponsorships and manage continuing sponsor in the Science Fair catchment area
* Youth Science Canada – to coordinate sending finalists to the Canada Wide Science Fair, as needed

## Motor/ Sensory Skills

Motor Skills:

*Skill Type Job Requiring*

Fine Motor Skills - Dexterity Maintains student database that includes entry and update of all student activity.

Gross Motor Skills - Coordination Assemble mailing and packages for all program partners.

Gross Fine Motor Skills – Coordination To prepare, conduct and deliver information sessions often using multimedia devices and the distribution of materials.

Sensory Skills:

*Skill Type Job Requiring*

Auditory - Sensory High volume of phone calls that require keen auditory ability combined with strong analytical reasoning to identify and determine the needs/intent of the caller.

Visual - Sensory Reviewing criteria for students to remain in the program; database for the purpose of identifying specific individuals who will then be subject to specific program regulations and/or policies.

Visual - Sensory Keyboarding including high volume of emails

## Effort

Mental:

* Sustained Attention/Concentration – admissions’ scoring, advising, budget, supporting field, and competing deadlines.
* Switch tasks, changing priorities
* Ability to multi-task when required

Physical:

* Sitting - Daily activities primarily occur at the desk or computer station and often resulting in long periods of writing/keyboarding.
* Bending and lifting - Major projects such as mailings and distribution of ancillary materials involves lifting of printed material, assemble packages, etc.

## Working Conditions

Psychological:

* Respond to high volume of inquiries from students and prospective students and parents who are seeking a long term goal of a Professional Medical School, which is a highly competitive and stressful process for students; angry, frustrated, and confrontational people; specifically related to admissions issues;
* High volume of competing demands;
* Multi-tasking and prioritizing are critical to the success of the unit;
* Fast paced work environment;
* Lots of interruptions;
* Dealing with multiple faculty, CUPE, and OPSEU members with varying needs;
* Occasional evening and weekend work required;