**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Administrative Coordinator

**Job Number:** SO-391

**NOC:** 1241

**Band:** 5

**Department:** Centre for Teaching & Learning

**Supervisor Title:** Director, Centre for Teaching & Learning

**Last Reviewed:** June 26, 2018

**Job Purpose**

Coordinates the day to day operations of the Centre for Teaching and Learning (Educational Leadership) and Trent Online offices, including drafting and overseeing all internal and external communications, preparing and monitoring the CTL and Trent Online budgets (external monies and operational), coordinating collaborative projects with other stakeholder groups across campus as appropriate, managing the use of the Active Classroom and Design Studios.

**Key Activities:**

1. Develop and implement efficient and integrated organizational strategies for Online and CTL administrative needs
2. First point of contact (reception; social media; website updates); assist in coordination of digital and print communications (layout and design, collating and/or drafting printed and digital materials, including but not limited to workshop and promotional materials, brochures, and Annual Reports)
3. Assist in the coordination of meetings, events, and workshops.
4. Coordinate externally contracted deliverables (digital production) such as but not limited to project completion in collaboration instructional and educational design team
5. Development and management of comprehensive records keeping including online course development and renewal policies; development and management of databases with regards to SOTL conferences, external professional development opportunities for faculty, and SOTL scholarly journals; online course inventory database including enrolments, development and renewal dates; maintenance of various email distribution lists.
6. Coordination of the Bridge Program registration and non-academic activities in cooperation with Recruitment, Registrar, Student Accessibility Services, Housing, and Student Affairs.
7. Coordination of active learning space and design studio bookings
8. Organises travel, and prepares travel expense forms, other expense claims, cheque requisitions e.g. for conferences and meetings for staff, and for external visitors and scholars, speakers and vendors
9. Systematic management of financial statements received by Trent Online and Centre for Teaching and Learning (Educational Leadership); prepare and manage an ongoing shadow budget; assist in budget reporting for year end purposes; organize purchases using the electronic system for signature and liaises with Purchasing Office with regards to blanket orders, Grand and Toy account, additional purchases for externally funded projects, and projects. Acquire appropriate authorizations as needed, delivery to appropriate parties, and filing.
10. Coordinates purchase orders and arranges payment of invoices. Orders office supplies.
11. Ensures courteous, timely and effective resolutions. Assesses, handles and/or redirects these questions and/or concerns to the appropriate departments.

**Education**

General University Degree (3 year) required; Honours preferred.

**Experience Required**

* Minimum of 2 year’s work experience in administration in a mid-sized institutional context;
* Demonstrated exceptional written and verbal communication skills
* Drupal web page design experience (or equivalent);
* Evidence of innovation and problem solving to build administrative efficiencies.
* Experience in maintaining basic financial records and operational budget reports.
* Excellent interpersonal skills, demonstrating a professional, pleasant demeanour and excellent public relations skills, including dealing with difficult stakeholders, exercising tact, discretion, diplomacy and maintaining confidentiality at all times.
* Superior communication skills: excellent listening, oral and written communication skills.
* High level of proficiency in Microsoft Office – Word and Excel.
* Willingness and ability to work flexibly around events, with occasional work outside of normal hours.