#### Trent University LogoEXEMPT JOB DESCRIPTION

**Job Title:** Administrative Coordinator (Durham Dean’s Office)

**Job Number:** X-394 | VIP: 1644

**Band:** 4

**NOC:** 1241

**Department:** Office of the Dean & Head, Trent University Durham

**Supervisor Title:** Director, Academic Programs & Campus Operations, Trent University Durham

**Last Reviewed:**  February 23, 2021

#### **Job Purpose:**

Reporting to the Director, Academic Programs and Campus Operations (Trent University Durham), provides complex administrative support to the Dean and Head and guidance to Durham undergraduate departments, their chairs, program coordinators, faculty and AAAs. The position reviews and monitors financial statements for, and assists to develop, Trent University Durham instructional and operational budgets. The job provides onboarding & training assistance to the departmental Program Coordinators and Academic Administrative Assistants. This position is responsible for the administration of multifaceted activities including: organizing and executing assignments and deadlines relevant to collective agreements; monitoring of specified budgets and financial statements, assisting with budget development, and general administrative support. This role assists the Director, Academic Programs and Campus Operations, with the smooth running of the office and is the back-up representative for the Director at meetings during a period of absence.

Specifically, this position will be responsible for: 1) Scheduling and Meeting Management of the Dean and Head and Durham Academic Caucus; 2) Financial Oversight of specified budgets (Durham Instructional and, PEF) 3) Management of TUFA Faculty Human Resource Initiatives (hiring letters); 4) Syllabus Management and Exam Invigilation; and 5) Information Management (creation and maintenance of faculty personnel files and email distribution lists).

#### Key Activities:

##### Scheduling and Meeting Management

* Organize and manage the day-to-day activities of the Dean and Head to ensure efficient and effective office operations.
* Coordinate and schedule the Dean and Head, and Durham Academic Caucus meetings by interfacing with multiple departmental staff and or external partners.
* Ensure meeting documents are submitted and compiled for meetings.
* Track and send out reminders of meetings and action items.
* Exercise complete confidentiality when handling documents or files.
* Exercise judgement, tact and diplomacy regarding the Dean and Head’s scheduling and availability.

##### Durham Financial Oversight

* Responsible for monitoring and tracking expenditures of several financial accounts:
	+ Durham Operating Budgets
	+ Durham Instructional Budgets
	+ Durham Teaching Support Fund
	+ Durham Professional Expenses Fund – Designated signing authority and approves all claims. Produces and distributes semi-annual statements to faculty members. Provides report to Finance Office with respect to carry forward amounts and transfer to contingency funds.

##### Durham TUFA Faculty Hiring and Performance Review Cycle

* Responsible for communicating deadlines, and submission process to Durham TUFA faculty members. Interprets for and consults with chairs and program coordinators about policies/procedures and collective agreements.
	+ Durham Salary Information - Collect, synthesize, and analyze faculty appointment terms, promotions, change in positions to ensure accurate reflection in the new fiscal year salary grid. Collaborate with the Director, Academic Programs and Campus Operations to ensure accuracy.
	+ Durham Annual Salary Letters - Merge updated salary data into current academic year Faculty Salary letter. Ensure the correct salary letter is communicated in confidence to the appropriate faculty member.
	+ Durham Appointment Letters - As directed, drafts letters for new tenure track and limited term TUFA faculty members.

##### Human Resources - CUPE

* Job Postings/Advertisements
	+ Assess and approve submitted CUPE 1 course instructors, workshop leaders, course assistants, Lab demonstrators, Marker Graders and CUPE 2 Academic Assistants, Student Marker job postings, to ensure the advertisement is compliant with the Collective Agreement and within allocated budget amount.
	+ Consult with department AAA if concern is noted and evaluate if correction is required.
* Hiring Approval Process and Recommendations
	+ Review of hiring processing for compliance with CA. Works with the hiring manager to ensure completeness and accuracy of the hiring approval process; responsible for following-up and obtaining the necessary OPSEU and or Graduate Studies approvals.
	+ Ensure appropriate approvals are received for OPSEU hires or PhD appointments versus Post- Doctoral hire.
	+ Review of candidate being recommended to ensure eligibility and qualifications. Evaluate Curriculum Vitae and CUPE 1 hiring recommendations to assess if CUPE 1 candidate has internal hiring status and follows Employment Insurance limitations if hired.
	+ Verify CUPE 1 workload status to comply with Collective Agreement.
	+ Assess eligibility for a CUPE 2 hire as a CUPE 1 hire, by consulting with the Graduate Studies Office to determine stipend outcome and approval to hire by following the Collective Agreements.
	+ Evaluate CUPE 2 hiring recommendations to assess eligibility to hire, hourly pay rate, working and study permits (if required), and has received budgetary approval. [Quantity of CUPE 2 hires +/- 225]
	+ Verify if candidate is eligible to work in Canada; reference checks have been completed and has received budgetary approval.
* Appointment Letters and Acceptances
	+ Prepare CUPE 1 Letter of Offers. Communicate Letter of Offers to CUPE 1 candidates
	+ Calculate and verify salary amount or stipends for various positions, e.g., Workshop Leader stipend based on section enrolment.
	+ Receive and process acceptances for CUPE 1 hourly staffing and update associated budgets.
	+ Create new colleague accounts and update the colleague database with CUPE 1 hires.

##### Durham Reading Course & Practicum Submissions

* Coordinates reading and practicum course applications with the Durham Dean and Head and the Office of the Registrar.
* Responsible for ensuring supporting documentation for practicum courses meet approval guidelines.
* Responsible for academic pre-requisite checking to determine if student qualifies for a reading course and reviewing associated syllabi prior to submitting for approval.
* Responsible for ensuring reading course stipends are communicated to payroll in timely fashion.

##### Durham Syllabus Management

* Responsible for communicating to all Durham academic departments the submission deadlines and content guidelines for the academic syllabi.
* Monitors in conjunction with departmental chairs and program coordinators that the syllabi content is fairly represented to assist partnering educational institutions in credit equivalency assessment.
* Monitors and follows up with departmental chairs, program coordinators, faculty, and staff on outstanding syllabi and or AODA and content issues.
* Responsible for the final tracking for completion of submitted syllabi (decanal level).
* Is the point person for assisting Durham faculty and staff on how to use the online syllabus software and for collaborating with IT on improvements and or software issues.
* Responsible for bringing forward process issues to the Dean and Head and Director and suggest steps for improvement.

##### Information Management Support

* Faculty Personnel Files – Responsible for creating, organizing and maintaining faculty personnel files as per the Collective Agreement.
* Email Distribution Lists – responsible for submitting information to the Office of the Dean of Arts and Sciences’ university wide email distribution listing Durham TUFA and CUPE faculty members.
* Provides customer service by working with all departments

##### Durham Dean’s Office Administrative Support

* First point of contact for faculty, staff, students and visitors and provides direction and guidance on administrative and operational functions.
* Responsible to organize and book travel arrangements and submit required purchases order and or related expense reimbursement request.
* Office Supplies and Equipment – Maintains inventory of office equipment and supplies. Provides technical support for photocopies and printers.
* Guide and interpret Collective Agreements questions (TUFA, CUPE 1, and CUPE 2) for departmental chairs, program coordinators, faculty and staff.
* Attend meetings in absence of the Director, Academic Programs and Campus Operations, or as directed.
* Assesses requests and provides direction or seeks additional information. Manages all situations with utmost professionalism, confidentiality and discretion.
* Arrange room bookings and if required organizes catering services.
* Responsible for special projects and other duties as required.

#### Education Required:

* Honours University Degree

#### Experience/Qualifications Required:

* Four years general administrative experience including specific experience reviewing, monitoring and developing budgets. With the University moving towards a Responsibility Centred Management approach (RCM), advanced training and demonstrated experience with modern budgeting systems is required.
* Three years’ experience in a unionized academic setting – familiarity with TUFA, CUPE 1 and CUPE 2 Collective Agreements
* Familiar with Employment Standards Act and Trent Human Resources Policies and Procedures
* Familiar with Trent’s Academic Programming Life Cycle (staffing plans, sabbatical process, academic calendaring, academic scheduling and registration procedures, departmental chair’s workflow)
* Familiar with Trent Academic policies and procedures
* Intermediate computing skills in using Excel, Word, OneDrive
* One year experience using Trent-specific software: IRIS, Colleague/Ellucian, HRIS System VIP, MyTrent remote access and or Virtual Private networking, preferred
* Experience with AODA compliant document creation
* Experience working in a confidential environment requiring tact and diplomacy
* Ability to communicate with senior level management
* Ability to make decisions under pressure
* Demonstrated ability to take initiative, to use good judgment, to work independently and as a team member in a complex and multi-faced work environment
* Ability to multi-task, in a deadline oriented, high volume, fast paced and dynamic environment
* Ability to stay focused and detailed oriented in a noisy and disruptive setting.

#### Supervision:

* No formal supervision of others is required.
* Provide guidance by helping new staff to adapt to the work environment or orienting others to work processes and methods on an ad hoc basis.

#### Working Conditions:

##### Physical Environment

* There are no adverse physical environment conditions inherent to the job.