

Job Description

JOB TITLE:	Administrative Coordinator, Undergraduate Studies	DATE:	February 7, 2017
REPORTS TO:	Fine Arts Chair		
JOBS REPORTING:	N/A		
LOCATION:	Hagey Hall		
GRADE:	USG 5		
DEPARTMENT:	Fine Arts		

PRIMARY PURPOSE: The Administrative Coordinator, Undergraduate Studies is responsible for all administrative support to the Fine Arts undergraduate program. This position provides support, advice and guidance to Fine Arts and, in some instances students from other programs, as well as the Associate Chair, Undergraduate Studies. The Administrative Coordinator, Undergraduate Studies is the first point of contact for the department.

KEY ACCOUNTABILITIES:

Include 3-4 key accountabilities of the role. These key accountabilities should reflect 80%-90% of "what the job does not the "how".

1.	<p>Advise undergraduate students in Fine Arts, both majors and students enrolled in the minor from all uWaterloo faculties, including the following:</p> <ul style="list-style-type: none"> • Provides advice as required to students (from all Faculties and from other universities) regarding program requirements, program changes, plan modifications, enrolment issues, specializations, co-op, cross registration, exam regulations, academic deadlines and other issues in accordance with University policies and procedures. • Identifies and refers complex or unusual student issues or concerns to the UG Associate Chair; assists with investigation and problem-solving as required. • Advises students in the preparation of academic appeals. • Serves as a resource for students and faculty members in matters pertaining to undergraduate studies from admission to graduation. • Oversees distribution of undergraduate course evaluation forms each term. • Responsible for nominations, planning and execution of Fine Arts Annual Awards Day.
2.	<p>Provides course support for instructors and sessional faculty, including the following:</p> <ul style="list-style-type: none"> • Works closely with the Arts Undergraduate Office and the Registrar's Office on matters related to student grades, petitions, enrolment and other matters. • Prepares data and statistical reports as required for the Chair and the UG Associate Chair, drawing on departmental, Faculty, and institutional data. • Prepares Department submissions to the Faculty of Arts Undergraduate Affairs Group (UGAG), in consultation with the UG Associate Chair.
3.	<p>Provides support to the Associate Chair, Undergraduate Studies including the following:</p> <ul style="list-style-type: none"> • Undertakes to ensure the smooth functioning of the undergraduate program; identifies problems and recommends improvements to the Chair and Associate Chair as appropriate. • Liaises with the Scheduling Office to ensure instructor room requirements are met for undergraduate classes and midterms each term. • Serves as the departmental timetable representative, liaising with other reps to assure course availability, adequate reserves and conflict free schedules. Also ensures that all matters pertaining to the UG calendar is

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	<p>submitted and displayed correctly.</p> <ul style="list-style-type: none"> • Monitors the Schedule of Classes, including reserve caps, course enrolments, classroom size vs enrolment total, course time conflicts; solves problems and recommends solutions to the Associate Chair, UG Studies as appropriate. • Maintains course waiting lists as required. • Manages work term report submissions. • Co-ordinates final exam scheduling with the Registrar's Office each term. • Advices and monitors INC Agreement form process. • Provides assistance to the department and Dean of Art's office for Advising Days, March Break Open House, University Fair, and any additional requested initiatives.
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POSITION REQUIREMENTS:

If hiring today, what would be the minimum requirements?

Education: Equivalent combination of education and experience

Experience: High school diploma

Technical:

MS Word	Excel	PowerPoint	Other
Intermediate	Intermediate	Intermediate	Outlook, Sharepoint, Infosilem, Quest and ACMS

NATURE AND SCOPE:

Interpersonal Skills: This position requires communication with internal contacts to obtain, clarify and discuss information. Contact groups and individuals include but are not limited to:

- Faculty, staff and students in the Department of Fine Arts
- Department Chair and Associate Chair for Undergraduate Studies
- Undergraduate majors in Fine Arts and Visual Culture; students in other programs enrolled in Fine and VCULT courses
- Student of Fine Arts (SoFA) undergraduate student group
- University Colleges (St. Jerome's, Renison, Conrad Grebel)
- Arts Undergraduate Office
- Registrar's Office
- Scheduling Office
- Cooperative Education and Career Action
- Student Awards & Financial Aid
- Accessibility Office

Level of Responsibility: The position has specialized work with minimal supervision and provides guidance to others.

Decision-Making Authority: This position has decision-making authority; complex and non-routine issues involve consultation with the Associate Chair, Undergraduate Studies. Position requires a proactive problem solver.

Physical and Sensory Demands: Typical of an administrative position in an office environment; peak times can include numerous student requests, multiple priorities and frequent interruptions.

Working Environment: Travel, none