

Job Description

Job Title:	Administrative Coordinator, Undergraduate Studies
Department:	Philosophy
Reports To:	Administrative Assistant
Jobs Reporting:	None
Salary Grade:	USG 5
Effective Date:	June 2018

Primary Purpose

The Administrative Coordinator, Undergraduate Studies organizes and administers academic services for the Philosophy, Women's Studies, and Cognitive Science undergraduate programs. This position provides administrative support to the Associate Chair, Undergraduate Studies, faculty and sessional instructors in the department, and undergraduate students to enhance student success.

Key Accountabilities

List the major responsibilities of the job, divided into 3 to 5 broad categories. These should reflect 80 - 90% of "what" the job does not the "how". Insert a category heading and in bullet form below, state specific responsibilities.

Provides comprehensive administrative support to the Philosophy, Women's Studies and Cognitive Science undergraduate programs, including but not limited to the following:

- Advises students about course and program/plan/specialization selection, exam regulations, academic deadlines and other issues in accordance with UW policy;
- Assists with petitions, student grades and academic appeals;
- Assesses and approves student permission forms, including course overrides and plan modifications in consultation with the Associate Chair, Undergraduate studies.
- Refers students to on-campus resources as appropriate;
- Consults with advisors in other academic units regarding students of mutual interest;
- Monitors enrolment reserves, enrolment capacity, and student course override requests for Philosophy, Women's Studies and Cognitive Science courses; develops reserves for specific courses as needed.

Department timetable representative for the Philosophy, Women's Studies, and Cognitive Science programs:

- Collects and summarizes department teaching constraints for the Chair's approval; submits the department timetable for undergraduate courses each term in consultation with the Chair;
- Assists with determining course reserves and section needs; resolves scheduling issues affecting enrolment;
- Reviews final undergraduate and graduate course schedules for accuracy, ensuring they meet department needs;
- Coordinates final exam scheduling with the Registrar's Office.

Department calendar representative for the Philosophy, Women's Studies, and Cognitive Science programs in consultation with the Associate Chair, UG Studies:

- Reviews all Philosophy, Women's Studies and Cognitive Science content in the UG calendar prior to publication;
- Communicates and consults with other academic units to solicit feedback about proposed changes;

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<ul style="list-style-type: none">• Compiles course and plan changes for inclusion in the UG calendar;• Prepares submissions for UG Affairs Group
Undergraduate Student engagement: <ul style="list-style-type: none">• Maintains active communication with, and for, students using a range of communication modalities;• Maintains the department website and social media accounts with direction from the department Chair and UG Chair;• Plans and participates in various student-focused department events;• Provides advice and support to members of the Philosophy Student Society, and the Women's Studies Student Society as needed.
General administrative support to the Department including but not limited to the following: <ul style="list-style-type: none">• Contributes to the smooth functioning of the undergraduate program; identifies problems and recommends improvements to the Chair and Associate Chair as appropriate;• Prepares data and statistical reports as required for the Chair and Associate Chair, drawing on departmental, Faculty, and institutional data;• Serves as a resource to faculty and sessional instructors regarding UW policies and procedures;• Distributes course evaluations for the department each term;• Reviews course outlines to ensure they meet accessibility requirements; maintains a database of course outlines;• Maintains department records of current undergraduate students, including confidential correspondence, adhering to US policies;• Manages departmental supplies; reconciles supply purchases with monthly statement.

Required Qualifications

If hiring today, what would be the required education, experience, knowledge, skills and abilities?

Education <ul style="list-style-type: none">• Undergraduate degree or equivalent combination of education and experience.
Experience <ul style="list-style-type: none">• Administrative experience in an academic environment;• Experience with WCMS, Sharepoint, LEARN, Quest, and Infosilem an asset;• Experience with undergraduate scheduling practices is preferred.
Knowledge/Skills/Abilities <ul style="list-style-type: none">• Well-developed organizational, analytical, interpersonal and communication skills;• Computer skills including intermediate MS Word; Excel; PowerPoint and Outlook;• Aptitude for attention to detail and accuracy;• Minute taking.

Nature and Scope

- **Contacts:** This position requires communication with a wide range of internal contacts and external academic institutions to obtain, clarify and discuss information and problems, leading to resolution. The position requires sensitivity to the needs of a wide client base, including faculty, co-op students, mature students, students learning online, exchange and other international students, and students registered with AccessAbility Services.
- **Level of Responsibility:** This position has specialized work with minimal supervision, provides guidance to others, and works closely with the Administrative Assistant and Graduate Coordinator, Associate Chair, UG studies and the Department Chair.

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- **Decision-Making Authority:** This position has decision-making authority; complex and non-routine issues involve consultation with the Administrative Assistant, Associate Chair, Undergraduate Studies and the Department Chair. This position requires proactive problem solving.
 - **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. Working hours: regular. Risks, physical and psychological: involves minimal physical or psychological risks resulting from diverse environment with deadlines, multiple priorities and frequent interruptions.