

Job Description

Job Title:	Administrative Manager
Department:	English Language and Literature
Reports To:	Chair
Jobs Reporting:	Administrative Coordinator and Advisor U/G Studies, Graduate Program Coordinator, Support Services Coordinator
Salary Grade:	USG 7
Effective Date:	July 2017

Primary Purpose

Accountable to the academic Chair or Director for human resources administration, financial oversight, the management of facilities and equipment and health and safety responsibilities required to support the teaching and research missions of the department.

The Administrative Manager provides leadership by educating all department members of relevant policies, guidelines and practices related to financial, recruitment, space, and health and safety matters. As the senior administrative staff member in the Department, the Administrative Manager provides continuity as academic leadership changes and oversees all administrative functions of the department in partnership with the Chair.

Key Accountabilities

Academic program delivery support and administrative management:

- Advises Department members of schedules, deadlines, and documents to be submitted to the Chair;
- Manages confidential voting processes for selection of members to the Department's elected committees for report to the Chair;
- Provides support and assistance to new faculty and sessional instructors as required;
- Ensures the operation of the committees (such as DACA, DTPC); serving as a resource to committees
- Manages the document submission process for certification, program proposals and surveys
- In collaboration with the Chair and Associate Chairs, develops the department teaching schedule and timetable;
- Prepares contracts for continuing faculty, temporary staff, sessional instructors and adjuncts;
- Prepares and maintains minutes and agendas for department meetings; follows up on relevant business as required;
- Manages department resources and facilities (space, equipment and furnishing purchases and maintenance, telephone maintenance);
- Oversees administrative, financial and resource support of the undergraduate and graduate programs;
- Establishes procedures for maintenance of departmental records, course evaluations and student advising
- Serves as a resource within the department for the interpretation of policies, guidelines and practices and provides leadership in the regular review and updating of departmental administrative policies and procedures

Human Resources Management:

Job Description



- Supervises and supports the Administrative Coordinator Graduate studies and the Administrative Coordinator & Advisor Undergraduate studies (in smaller departments this may be the same person);
- Implements recruitment, evaluation, promotion, and professional development processes for all staff in the department;
- Maintains personnel files, work schedules and vacation records for faculty and staff in accordance with University policies;
- Establishes work schedules and assigns duties;
- Conducts annual staff performance reviews ;
- Ensures processes are in place for recruitment, evaluation and pay of temporary employees, co-op and graduate students.

Financial planning and management:

- Works in partnership with the Chair to develop budget priorities and strategies and process improvements;
- Ensures funds are available to support the department's operations and oversees monthly and causal payroll, expense and travel claims;
- Monitors appropriate use of department accounts for accuracy and consistency with UW policies;
- Completes purchase requisitions or uses the P-card as required for faculty and staff purchases;
- Provides advice and reviews all department expenses: operating, faculty professional expenses, endowment, research expenses and casual payroll prior to Chair's authorization;
- Reconciles department expenditure, including P-card, on a monthly basis;
- Liaises with the Office of Research for departmental activities; monitors expenditures and commitments on faculty research grants and projects under the framework of Research Financial Compliance;
- Participates with Executive Officer and Financial Officer in developing more efficient approaches to budget management throughout the Faculty

Faculty appointments, annual review and tenure and promotion:

- Manages faculty recruiting procedures in partnership with the Chair and the DACA;
- Receives and processes all applications; creates candidate files and monitors file progress and completeness; acknowledges applicants, contacts referees;
- Organizes applicant interview schedules and agendas with Chair and Committee; arranges travel and accommodation plans;
- Works with the Chair to organize and prepare a draft of the UARC report;
- In consultation with the Chair, develops, distributes and collects all documents related to the annual faculty activity report process;
- Supports the department DTPC as required;
- Prepares tenure and promotion packages consistent with university requirements; works with the Chair in preparing briefs as require for DTPC review; submits formal documents to the Dean's office;

Communication, student engagement and community outreach/special events:

- Oversees department wide communications including mailing lists, maintaining the website and social media platforms
- Engages with and maintains relationships with alumni for speaker invitations, alumni stories, awards and donor prospects
- Works with the Outreach, Undergraduate and Graduate committees to initiate new events and improve upon current events, communications and recruitment strategies.
- Organizes and promotes key department events, including lecture series and colloquiums

Required Qualifications

Education

- Completion of a college diploma required, undergraduate degree preferred, in related field such as business administration
- An equivalent combination of education and/or experience will be considered

Experience

- 3-5 years' experience in an administrative position required, administrative experience in an academic environment preferred
- 3 years' experience related to human resources management and supervision of staff preferred with demonstrated experience successfully coaching staff.
- Demonstrated experience working with budgets including analysis, budgeting, and forecasting
- Experience with management of facilities, space and health and safety
- Experience leading through change processes

Knowledge/Skills/Abilities

- Well-developed organizational, analytical, customer service and communication skills (oral and written).
- Demonstrated discretion and respect for confidential information and processes.
- Strong interpersonal skills with the ability to interact in a positive and supportive manner.
- Aptitude for attention to detail and accuracy are essential.
- Proven capacity to multi-task and handle a high volume of work.
- Advanced skill level using Microsoft Office and Excel.
- Intermediate skill level using PowerPoint.
- Familiarity with financial management systems
- Familiarity with web management tools an asset.

Nature and Scope

- **Contacts:** This position requires communication with a wide range of internal and external contacts to obtain, clarify and discuss information. In dealing with faculty and students, presents and discusses information and proposes solutions. The position requires sensitivity to the needs of a wide client base, including faculty, co-op and mature students, students learning online, exchange and other international students and students registered with AccessAbility Services.
- **Level of Responsibility:** The position has specialized work with minimal supervision and provides guidance to others. Responsible for supervising department staff and works closely with the Chair and Associate Chairs. Responsible for the development and management of administrative functions of the department.
- **Decision-Making Authority:** Authority for routine departmental administrative matters, including budget allocation and staffing resources to meet established objectives. Has signing authority on routine department expenses. Consults with Chair for complex and non-routine issues.
- **Physical and Sensory Demands:** Typical of an administrative position in an office environment; peak times can include many simultaneous demands.
- **Working Environment:** Travel: none. Working hours: regular. Risks, physical and psychological: no significant risks.