

Job Description

Job Title:	Department Coordinator
Department:	Chemical Engineering
Reports To:	Administrative Officer
Jobs Reporting:	None
Salary Grade:	USG 5
Effective Date:	September 2022

Primary Purpose

Department Co-coordinator reports to the Administrative Officer and is responsible for providing extensive administrative and operational support to the Department and provides confidential support to the Chair of the Department including processes related to faculty appointments.

Key Accountabilities

Administrative Responsibilities

- Acts as first point of contact for the Department/Chair, responds promptly and professionally to in-person, email and telephone inquiries; direct inquiries to appropriate people/departments
- Screens visitors and makes appointments when requested and as appropriate
- Provides support to faculty and staff in support of their teaching and research responsibilities
- Liaise with facilities regarding building/space in E6, DWE and QNC
- Responsible for issuing, returning and tracking of keys and FOBS
- Responsible for all ChE telephone requirements in E6, DWE and QNC locations
- Maintains photocopiers and coordinates printing, scanning
- Organizes and schedules departmental meetings/Chair's calendar/committee meetings/seminars as well as classes, exams, defenses.
- Coordinates both incoming and outgoing mail and shipping
- Responsible for coordinating applications for vacant faculty positions, liaising with the Offices of Vice President, Academic and Provost and Dean of Engineering regarding advertising, preparing letters, scheduling visits, arranging interviews and DACA meetings.
- Coordinates sabbatical and other leave requests. Ensures all documents are received and authorized by the deadlines.
- Prepares cross appointments and adjunct professor appointments.
- Organizes and maintains department files, including confidential files, pertaining to the Chair's office, human resources, and other activities.
- Supports the updates of office manuals and procedures as required; contributes to the development of processes as appropriate.
- Schedules meetings and acts as the recording secretary at the request of the Chair.

Finance

- Responsible for departmental P-Card and expenses and makes special purchases as needed meeting compliance policies
- Conducts monthly reconciliation for telephone billing, photocopying and P-Card expenses
- Responsible for ordering supplies
- Responsible for departmental petty cash/expenses and ensure compliance with university policy
- Reconciles departmental charge outs; Analytical labs, Liquid nitrogen dispensing, etc.

Job Description



Other Duties

- Creates UG timetable for distribution to department
- Coordinates tasks related to work term reports
- Assists with United Way and other departmental events
- Responsible for safekeeping and maintenance of departmental equipment such as laptops, batteries
- Provides backup for Grad and Undergrad during critical times
- All other duties as assigned by the Chair and/or Administrative Officer.

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

Education

- Two year college diploma preferred or an equivalent combination of education and experience.

Experience

- 1-2 years of administrative and/or customer service experience
- Experience within an academic environment an asset

Knowledge/Skills/Abilities

- Excellent written and verbal communication
- Adaptable to changing priorities and requirements
- Demonstrated experience with calendar management, and scheduling
- Ability to interact with a wide variety of people including non-native English speakers in a positive and professional manner.
- Intermediate experience with Microsoft suite of products (Word, Outlook, Excel, Teams, Zoom)
- Intermediate experience with SharePoint
- Database experience
- Intermediate experience with Adobe products
- Aptitude for attention to detail and accuracy

Nature and Scope

- **Contacts:** Faculty, staff, student, visitors, UW academic and administrative contacts, vendors, general public. Incumbent will be expected to provide a wide range of general information to inquiries.
- **Level of Responsibility:** Strong initiative to respond independently to inquiries that are specific in nature and require a thorough knowledge of policies and procedures. Independent judgment in time management and task prioritization to resolve both routine issues or unusual or onetime requests. Responsible for creating a favorable first impression that reinforces the department's reputation.
- **Decision-Making Authority:** Independent decision making within a delegated area of authority. Required to use initiative, tact, discretion and be sensitive to situations and information.
- **Physical and Sensory Demands:** Must possess patience in cross-cultural and inter-personal relations with large international clientele. Occasionally required to lift, push or carry supplies of moderate weight.
- **Working Environment:** Regular working hours. Front line environment with constant interruptions. Periodic high volumes and conflicting requests. Interact with people who may be displeased or demanding.