

Job Description

Job Title:	Administrative Coordinator
Department:	Math Faculty Computing Facility
Reports To:	Associate Dean, Computing
Jobs Reporting:	None
Salary Grade:	USG 6
Effective Date:	April 2020

Primary Purpose

This position is responsible for the support and advancement of computing services for clients in the Faculty of Mathematics in a team-oriented department.

Key Accountabilities

<p>Financial</p> <ul style="list-style-type: none"> • Budget reconciliation, year-end, preparation for budget submission • Reviewing Pcard and Concur transactions to validate expenses • Responsible for the purchasing of servers, standalones and other equipment via Unit4
<p>Administrative</p> <ul style="list-style-type: none"> • All administrative MFCF functions: Space planning, Key Control (signing), telephone, work requisitions, renovations, mail, special events • Updated and approving vacation, absence via Workday. – Delegate for Associate Dean, Computing • Creating agenda, Minute taking at OAT (Online Advising Tools) and CAC (Computing Advisory Committee) • Coordinating Yearly Lunch N' Learn computing sessions for staff (joint with IST); Liaise with IST
<p>SharePoint Management</p> <ul style="list-style-type: none"> • Managing Sharepoint site permissions /administration for Faculty of Math including Compute Science • Troubleshooting general access problems or other issues that may arise
<p>Management of Special Projects</p> <ul style="list-style-type: none"> • Manage and coordinate a variety of renovation and space projects, as needed.

**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

<p>Education</p> <ul style="list-style-type: none"> • Post-secondary degree (preferred) or diploma with a track record of interest in and experience with computing, or equivalent related work experience. • Business process certifications could be assets.
<p>Experience</p> <ul style="list-style-type: none"> • Experience with project management, and especially project management in the context of computing technology and services related to computing could be an asset.

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- Experience in multiple functional units of the University is an asset.

Knowledge/Skills/Abilities

- Demonstrable proficiency with the delivery of Client Services in an IT setting.
- Ability to work in a team environment is an asset.
- Experience with at least one operating system and client services delivered by this system.
- Experience with at least some of the software typically used by clients.
- Intermediate experience with modern web site development tools.

Nature and Scope

- **Contacts:** Internally, works collaboratively and responsively with Peers, colleagues, management in MFCF, and partners across the University (IST, Dean of Math office, etc.). Externally, works cooperatively, shares information, explores and exchanges ideas and potential solutions with; Counterparts in other IT support units on campus, especially but not exclusively with CSCF and IST; Academic and support departments within the Faculty of Mathematics; External suppliers and/or vendors as required for software and hardware maintenance; Individual members of the Faculty of Mathematics (faculty, staff, students) requiring MFCF services
- **Level of Responsibility:** Responsible for defined specialized and/or routine tasks and receives guidance from manager.
- **Decision-Making Authority:** Collaboratively, constructively, and actively engages as a team member of technical projects directed towards a common goal.
- **Physical and Sensory Demands:** None
- **Working Environment:** Regular working hours