

Job Description

Job Title:	Administrative Coordinator
Department:	David R. Cheriton School of Computer Science
Reports To:	Administrative Supervisor
Jobs Reporting:	None
Salary Grade:	USG 5
Effective Date:	August 2016

Primary Purpose

The Administrative Coordinator is responsible for providing general administrative support to the School and its faculty members.

Key Accountabilities

Expense claim preparation

- Prepare travel claims and expenditure reimbursement requests for faculty, postdocs, graduate students and visitors of assigned faculty in compliance with University Policy and Tri-Agency granting requirements
- Ensure availability of supporting documents and approvals for expenditure from the relevant faculty members
- Remain current on knowledge of all policy requirements; attend regular training sessions
- Coach faculty, post-doctoral fellows and graduate students in the use of the online expense reimbursement system

General administrative support for researchers and research groups

- Organize meetings, workshops, seminars and colloquia, including bookings, preparing advertisements, audio-visual equipment, and ordering refreshments
- Initial Common CV (CCV) preparation and regular updating
- Manage travel and accommodation arrangements for faculty, research groups, visitors, and graduate students
- General correspondence: mail, courier packages
- Update content for specific web pages related to a faculty member or assigned committee as required
- Upload technical reports to the CS website
- Initiate and monitor CSCF service requests

Administrative support to the School including, but not limited to:

- Provide administrative and secretarial support including minute-taking to one or more School committees
- Provide training and service for departmental printing and a/v equipment as required
- Provide administrative support for special school events and off-site research-related conferences
- Maintenance of mailman lists
- Update content of specified School web pages
- Monitor the School's printers and photocopiers; order, distribute and install paper and toner
- Maintain School mailboxes; distribute incoming mail; arrange courier deliveries
- Update procedure documentation as required
- Order office and CS Lounge supplies

Job Description



- Ensure that the CS Lounge is maintained in good order
- Provide back-up support for Reception
- Provide back-up for other staff members as required

Facilities Coordination

- Maintain key and fob control systems.
- Reconcile reports on lost and expired keys to correspond with Key Control records and perform key and key tree audits
- Initiate work requests for Plant Operations regarding repairs, maintenance and custodial service
- Assist the Administrative Supervisor in space allocation, including provision of furnishings, equipment, renovations, and telephone and computing services for all incoming faculty, staff and visitors.
- Coordinate all CS telephone services
- Inspect CS space for security, fire and accident hazards and submit work orders to remedy infractions
- Maintain reports of hazardous conditions, near misses and injuries as per University policy and legislated requirements
- Maintain first aid supplies, first aid training lists, and workplace safety bulletin boards
- Participate in the development of CS specific policies and process reviews related to emergency preparedness and health and safety management
- Ensure that new staff and faculty receive information on Health and Safety policies and procedures maintain space inventory; create reports as required.

Other Duties

- Assist with special projects and other duties as assigned by the Administrative Supervisor

**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

- Secondary School diploma, with some post-secondary education or commitment to receive post-secondary training.

Experience

- Extensive administrative support experience in an academic environment.
- Experience with financial reconciliations

Knowledge/Skills/Abilities

- Proficiency in Latex and Microsoft Word, Excel and Powerpoint.
- Web Applications an asset.
- A willingness to learn new software as required.
- Experience using an online expense reimbursement system

Nature and Scope

- **Contacts:** Position requires communication with internal contacts to obtain, clarify and discuss information, and to receive instructions. Contact groups and individuals include, but are not limited to: Faculty members within the School, CSCF/IST, Dean of Mathematics Office, Plant Operations, Central Stores, and Catering.

Job Description



- **Level of Responsibility:** The job has specialized work with minimal supervision and provides guidance to others. Position is accountable for providing necessary information to faculty members regarding accounts; however the overall accountability for the research accounts and associated expenditures rests with the faculty.
- **Decision-Making Authority:** Moderate decision-making authority. Some examples of decision-making include: Decisions on priorities given multiple deadlines and demands and decisions on troubleshooting techniques and contacts.
- **Physical and Sensory Demands:** Minimal demands typical of an administrative position within an office environment.
- **Working Environment:** No travel. Regular working hours but occasional evening work (on average 2 days/year). No significant risks.