

Job Description

Job Title:	Administrative Co-ordinator – Professional Services
Department:	Optometry and Vision Science
Reports To:	Optometry Admissions and Program Manager
Jobs Reporting:	None
Salary Grade:	USG 6
Effective Date:	June 2019

Primary Purpose

The Administrative Co-ordinator is responsible for the smooth daily operations of the Director's office. The Administrative Co-ordinator provides support, oversight and guidance for faculty recruiting, tenure and promotion, faculty merit, sabbaticals and academic appointments. The incumbent manages confidential records, maintains the department website and provides administrative support to the Director, Associate Directors and Administrative Officer. The incumbent is accountable to the Admissions and Program Manager.

Key Accountabilities

Administrative Support to the Director, Associate Directors and/or Administrative Officer

- Organize the Director's schedule, book meetings on behalf of the Director and/or Associate Directors and update electronic calendar(s)
- Prepare confidential information on behalf of the Director, Associate Directors and Administrative Officer
- Provide advice and guidance on policies and procedures related to faculty recruiting, tenure and promotion, sabbaticals and appointments
- Provide administrative support for program reviews including requesting data and preparing and summarizing statistical reports
- Organize and prepare minutes for Administrative Council Meetings, Faculty Meetings and retreats and other School meetings as requested
- Coordinate travel arrangements for the Director and Associate Directors upon request
- Assist with strategic projects under the direction of Director, Associate Directors and Administrative Officer
- Prepare correspondence with the Ontario Association of Optometrists and liaise with faculty members to ensure that all OAO dues are paid and up-to-date
- Organize CACO Pre-Clinic practice session registrations; including securing instructor time
- Provide newsletter support to the Communications Officer on a bi-annual basis; includes proofreading and administrative duties associated with the production of the newsletter
- Provide backup support to the Main Office; answering telephones and greeting visitors
- Facilitate administrative continuity as academic administrator appointments change through effective record keeping, training and mentoring

Faculty Recruitment

- Co-ordinate advertising for faculty recruiting in accordance with University policy
- Create and maintain candidate database and ensure the applications are complete
- Schedule candidate visits and oversee the interview process, book meeting/seminar rooms, arrange individual faculty interviews, meal reservations and advertise research talks

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- Co-ordinate candidate travel arrangements including hotel reservations and transportation and assist with reimbursement claims
- Co-ordinate SACA (School Advisory Committee on Appointments) meetings and prepare UARC documents

Tenure and Promotion

- Coordinate tenure and promotion proceedings in consultation with the Director, according to university policies and procedures
- Review candidate briefs for accuracy and completeness
- Prepare summary data for candidate briefs (e.g. student evaluation scores, peer evaluations)
- Schedule DTPC meetings and take minutes
- Coordinate the final brief and submissions

Sabbaticals and Leaves

- Communicate sabbatical information and application deadlines to faculty members
- Review sabbatical application forms for completeness and oversee approval process
- Calculate and verify sabbatical leave entitlements
- Provide information on policies, processes and deadlines for other leaves, retirement and termination

Academic Appointments

- Prepare appointment contracts for new faculty, associate chairs, sessional instructors, post-doctoral fellows, research associates, visiting scholars, adjuncts, cross-appointments and volunteers
- Prepare immigration documents for foreign workers in consultation with the university immigration specialist
- Monitor contract end dates for definite term and probationary term appointments and ensure renewals are processed in a timely manner
- Prepare termination forms for completed contracts and faculty retirements

**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

- Post-secondary diploma or equivalent education and experience in office administration

Experience

- 3-5 years of professional experience providing administrative, business process and assistance to senior leaders in an academic institution is required
- Demonstrated exceptional ability to manage the calendars of a senior leaders with competing demands, changing priorities and complicated international travel and protocol is required
- Experience in the coordination of events/meetings and briefing materials for senior leaders is required
- Experience working in a receptionist or customer service role
- Sound knowledge of university policies and procedures (31, 76, 77) is preferred
- International experience is an asset

Knowledge/Skills/Abilities

- Excellent interpersonal and relationship building skills with a demonstrated ability to handle faculty, staff and students from around the world with tact and diplomacy
- Exceptional verbal and written communication ability
- Demonstrated ability to take the initiative, multitask and accurately complete detailed work
- Demonstrated ability to work within a high stress environment and operate with a high degree of confidentiality and discretionary judgment, be comfortable in an environment that requires shifts in priorities and be able to work quickly; must be able to work independently and as part of a team
- Excellent working knowledge of Microsoft Office, Outlook, Sharepoint, Adobe, and website maintenance software
- Occasional evening/weekend work required for events and minute taking

Nature and Scope

- **Contacts:** Regular contact with current and potential faculty members, post-doctoral fellows, sessional instructors, research associates, visiting scientists and volunteers, Dean of Science Office, President and Provost Offices, Catering Services and external vendors for travel arrangements.
- **Level of Responsibility:** Responsible for providing administrative support to senior members of the School. This position has minimal supervision and provides guidance on university policies and procedures. Exercises sound judgement in handling confidential documents.
- **Decision-Making Authority:** Decision-making related to prioritizing multiple deadlines. Complex issues and problems are brought to the attention of the Admission and Program Manager, Administrative Officer and/or Director.
- **Physical and Sensory Demands:** Minimal physical demands typical within an office environment.
- **Working Environment:** High volume office with multiple interruptions.