

Job Description



Job Title:	Administrative Manager
Department:	Engineering Undergraduate Office
Reports To:	Associate Dean of Engineering, Undergraduate Studies
Jobs Reporting:	Academic Integrity Coordinator Administrative Assistant Administrative Coordinator, First Year Engineering Information Support Coordinator Student Services Advisors
Salary Grade:	USG 8
Effective Date:	April, 2021

Primary Purpose

The Administrative Manager provides strategic planning support and advice to the Associate Dean, Undergraduate Studies and senior administration of the department. In addition, this position is responsible for financial management, human resources administration, administrative leadership, management of facilities and other administrative functions required to support the department. The Administrative Manager is the senior administrative staff position of the department and provides continuity as academic leadership changes.

Key Accountabilities

Human Resources/Administrative Leadership

- Maintains an open, supportive and collegial environment.
- Fosters constructive working relationships and provides direction and problem-solving support for administrative staff.
- Manages recruitment, supervision, coaching, performance and retention of administrative staff to meet departmental goals and objectives.
- Oversees the salary increase process for staff and lecturers in the department.
- Oversees the personal development of administrative staff to ensure they reach their full potential.
- Develops non-academic departmental policies and procedures and advises administrative staff of such through effective communication.
- Maintains personnel files and vacation records for staff in accordance with University policies.
- Conducts a regular review of administrative staff positions and makes recommendations to the Associate Dean for reclassification.
- Provides direction to senior administration on matters such as performance evaluation and recruitment process for technical staff and Associate Director (staff position).
- Develops topics, invites speakers and chairs meetings of the Engineering U/G Advisors Committee.

Operational Planning and Support

- Contributes to the development of long-range operational plans.
- Provides the Associate Dean with confidential information, data and advice to support decision-making processes on the allocation of departmental space, financial needs and human resources to meet the departmental strategic objectives.
- Consults with the Associate Dean on relevant concerns, issues and strategies for ongoing improvement, planning and development of departmental activities.

- Supports the Associate Dean on internal committees and acts as a resource to such committees; organizes and attends meetings, creates agenda and minutes.
- Prepares correspondence on behalf of the Associate Dean to internal committees and department advisors and letters for student award winners.
- Provides operational support and advice to the senior administration on issues related to human resources, financial management and administrative matters.
- Provides comprehensive support to the Associate Dean for day to day calendar management.
- Applies detailed knowledge of the relevant policies through the grievance, student discipline, and appeals processes
- Provides both high-level and general administrative support to the Associate Dean including but not limited to mail, email, voicemail, including confidential matters, screening calls and walk-in inquiries.
- Oversees all safety matters within the department including inspections, reports and mandatory staff training.

Financial Management

- Plans and co-ordinates the development of the annual departmental operating budget in consultation with the Faculty Financial Officer and the Associate Dean, including future financial needs.
- Authorizes the purchase and allocation of equipment, furnishings, etc. with complete signing authority on all departmental operating accounts.
- Administers and monitors payroll for all regular staff, casual employees, co-op and graduate student teaching assistants, as well as for faculty stipends for administrative appointments.
- Consults with the Faculty Financial Officer on yearly budget forecasts, year-end review and reconciliation.
- Attends regular Faculty financial meetings chaired by the Financial Officer.
- Undertakes all required training on new and changing financial systems.

Facilities and Equipment

- Ensures the efficient and equitable use of departmental facilities and equipment, including allocation of space.
- Oversees maintenance, renovations and new construction in departmental space.
- Consults with the Faculty Facilities Manager on decisions regarding future office expansion.
- Plans and co-ordinates moves and implements space allocation decisions.
- Manages security for administrative offices and two teaching labs.
- Oversees the key distribution and ensures that accurate records of key control are maintained.

Academic Calendar/Curricular Revision

- Organizes and finalizes all academic calendar revision material to create agendas for approval committees.
- Creates documentation packages for all committee levels for calendar approvals, including seeking additional approval from the Mathematics faculty for Software Engineering revisions.
- Approves meeting dates and deadlines for department submissions in co-ordination with Engineering Faculty Council and Senate U/G Council meetings.
- Prepares power point presentations for Engineering Faculty Council for the Associate Dean.
- Clarifies items in question prior to Senate U/G Council and arranges for necessary editing of files or courses.
- Attends university-wide committee meetings and working groups of the academic calendar representatives to co-ordinate procedures and share best practices.
- Oversees the completion of all academic calendar documentation for submission to the calendar editor by established deadlines.

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**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 <ul style="list-style-type: none">• University degree; equivalent combination of education and experience will be considered.
Experience <ul style="list-style-type: none">• Extensive administrative experience in an academic environment required• Several years experience with human resources management• Demonstrated experience in a leadership capacity with a particular ability to develop staff and foster team relationships• Knowledge of change management and the ability to effectively lead a team through change process• Extensive knowledge of university policies and procedures, governance, academic processes. Knowledge of the academic integrity and student appeals process desired• Proven skills and experience in dealing with conflict resolution• Experience developing, monitoring and managing budgets• Experience with calendar approval process and familiarity with Engineering programs and curricula strongly desired
Knowledge/Skills/Abilities <ul style="list-style-type: none">• Independent judgement in areas of time management, task prioritization and decision-making• Proven judgement, tact, discretion and diplomacy• Proven ability to manage a large volume of work with competing priorities and deadlines• Excellent interpersonal and communication skills (oral and written, including email)• Intermediate experience in Microsoft Office Suite including Word, Excel, PowerPoint and Outlook• Extensive experience within the UW financial environment (Unit4, Concur)• Basic skills in SharePoint, Adobe and Workday• Familiar with student information systems (Quest, OAT, Schedule of Classes)

Nature and Scope

- **Contacts:** Significant Internal Relationships include: Associate Dean of Engineering, U/G Studies; Engineering Undergraduate Office personnel; Dean of Engineering Office (Financial and Executive Officer, Facilities Manager); Associate Dean, CEPA; Associate Dean, Teaching and Student Experience, Engineering U/G Associate Chairs and Administrative Co-ordinators; Registrar's Office; Records and Systems Team/Calendar Editor; Secretariat; Counselling Services; Human Resources and Payroll; Financial Services; Procurement Services; Counterparts in Arts, Math and Science; Engineering Computing; IST; Plant Operations/Design.
- **Level of Responsibility:** The position has specialized work with minimal supervision and manages department-wide functions with direct reports
- **Decision-Making Authority:** In consultation with the Associate Dean, makes decisions on the deployment of administrative resources in the department, including financial and human resources, space and equipment. Provides support to the Associate Dean on decisions to meet the objectives of the department's strategic plan.
- **Physical and Sensory Demands:** Minimal demands typical of a senior position operating within an office environment.

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- **Working Environment:** Regular working hours. Exposed to stress and pressure associated with senior level responsibilities, financial oversight and human resource leadership. No travel required.