

Job Description



Job Title:	Academic Officer
Department:	Science Undergraduate Office
Reports To:	Director, Undergraduate Operations
Jobs Reporting:	None
Salary Grade:	USG 9
Effective Date:	May 2021

Primary Purpose

The Academic Officer administers Science Undergraduate Studies Committee activity, Undergraduate Calendar revisions, and Senate Undergraduate Council reports following the direction of the associate dean, undergraduate studies. Faculty colleagues and administrators across all Science units rely on the incumbent for decision-making advice in course scheduling and undergraduate studies curriculum activity. Provides academic advice to students, managing cases as appropriate.

Key Accountabilities

Undergraduate studies curriculum review and approval process

- Administers annual cycle for Science chapter of Undergraduate Calendar
- Engages with Faculty counterparts and Registrar's Office (RO) on cross-campus curriculum strategy
- Reviews information to ensure compliance with document formatting and writing style guide following strict timelines
- Manages Science curriculum changes through the approval processes from beginning to end
 - Science Undergraduate Studies Committee (SUSC):
 - Schedules SUSC meetings
 - Serves as secretary to SUSC, and as a voting member
 - Assembles SUSC agenda submissions (e.g., reports of curriculum additions, changes and inactivation, as well as new course descriptions, course changes and course inactivation) from Faculty of Science units
 - Produces meeting minutes and documents
 - Tracks all program and course changes each calendar year
 - Distributes all course related changes to other Faculties for reference when making revisions that affect their sections of the undergraduate calendar
 - Senate Undergraduate Council (SUC):
 - Prepares Science submissions to SUC
 - Distributes SUC-approved reports to SUSC members, including calendar representatives
 - Liaises between assistant university secretary and associate dean, undergraduate studies, during preparation of SUC agenda and materials
 - Undergraduate Calendar:
 - Processes course changes, creates new or cross-listed courses, and removes inactivated courses using SA Catalog
 - Reviews course catalog entries, approved by SUC, and put forward by RO

- Trains, guides, and assists calendar representatives (six in total) with SUC approved calendar text updates using the Academic Calendar Maintenance System (ACMS)
- Implements improvements and revisions to organization of information for better user experience
- Maintains the Science section of the Undergraduate Calendar and makes updates for Dean of Science programs

Document management

- Manages source documents for SUSC and creates program course sequences webpages
- Creates records to document academic discipline decisions in Faculty and University databases and contributes to complex decision-making activity of multiple associate dean portfolios
- Operates with discretion in investigations and handling of documentation for following policies
 - Policy 71 (Student Discipline):
 - Initiates and maintains an individual file for Science students involved in a Policy 71 allegation
 - Coordinates with RO to issue and remove UR (under review) grades and suspension notes as required
 - Liaises with the associate deans to prepare, issue and distribute allegation letters and discipline summaries
 - Shares information with Faculty counterparts when cases involve non-Science students or when Science students with files transfer to another Faculty
 - Follows up on outstanding resolution items, e.g. extra degree requirements, each term
 - Policy 33 (Ethical Behaviour):
 - Initiates and maintains an individual file for Science students involved in a Policy 33 allegation
 - Policy 72 (Student Appeals):
 - Maintains an individual file for Science students involved in a Policy 72 grievance or discipline appeal

Science course scheduling

- Ensures the course scheduling timeline for Science is followed by all units and liaises with units across campus for service teaching course delivery
- Provides decision-making advice for units and timetable representatives to problem solve scheduling conflicts before enrolment of students into real sections; continues resolution of issues arising once students have been enrolled
- Each term (three times annually):
 - Liaises with other Science department timetable representatives and Dean of Science program advisors, to plan course offerings, sections, caps, reserves, and reserve caps; inputs room requests, offering pattern requests, and instructor data into the Data Collection Unit (DCU)
 - Reviews all Science DCU data for accuracy, and review service-taught course DCU data, for potential concerns
 - Reviews proposed schedules for accuracy, conflicts, errors, and potential concerns

Academic advising (First-year Science students; students in Honours and General Science programs)

- Provides academic advice, by maintaining in-depth and current knowledge of Science, regarding:
 - undergraduate curriculum and academic requirements for all programs
 - admissions regulations and practices

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<ul style="list-style-type: none">○ regulations and University policies of particular relevance to student issues○ disciplines that are relevant to Honours Science and General Science students○ support resources that are available to students, both within and outside the Faculty/University● Explains processes and procedures where appropriate, e.g. petitions, plan modifications● Participates, in conjunction with the Science Undergraduate Office advising team, in the first-year block enrolment process● Registers verification of illness forms (VIFs) in Student Accountability System (SAS) or equivalent● Enters appropriate ASIS (Advising Student Information System), or equivalent, notes when providing advice, whether by phone, email, or in-person● Assists coordinator when needed in enabling front-line SUO services, e.g. email volume, coaching co-op students● Checks and verifies Science student records for:<ul style="list-style-type: none">○ Milestones○ Repeated courses○ Awards of excellence coding (each term and convocation)
<p>Science Undergraduate Office/Dean of Science Office Safety Officer</p> <ul style="list-style-type: none">● Coordinates necessary activities with Manager, Science Undergraduate Office, and Manager, Science Infrastructure, Special Projects and Facilities● Updates staff on safety issues, ensure first aid kit is complete and defibrillator operating, and attend safety meetings and other safety update sessions● Performs monthly and yearly safety inspections and complete safety reports● Tracks mandatory training completion and advises on appropriate training

**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">● Undergraduate degree, Science preferred
<p>Experience</p> <ul style="list-style-type: none">● Three to five years academic advising, undergraduate scheduling/coordinator, academic/curriculum coordinator
<p>Knowledge/Skills/Abilities</p> <ul style="list-style-type: none">● Organizational, analytical, interpersonal, customer service, and communication skills (oral and written) required● Aptitude for attention to detail and accuracy are essential● Faculty of Science organization, academic departments and programs, and in particular knowledge of policies and procedures relating to undergraduate students an asset● Intermediate level proficiency with MS Word, Excel, and PowerPoint● Student learning, information systems, e.g. Quest, LEARN, WCMS, ASIS, SAS, and ability to learn new systems quickly

Nature and Scope

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- **Contacts:** This position requires communication with internal contacts to obtain, clarify, and discuss information, to receive instructions, and to exchange and/or provide simple information. Contact groups and individuals include, but are not limited to: Science students, faculty, and staff, RO, Co-operative Education
 - **Level of Responsibility:** Setting deadlines for SUSC and SUC submissions, reserves for courses, coaching scheduling colleagues in Science, back-up for scheduling colleagues, booking meetings
 - **Decision-Making Authority:** Making decisions about communication plans, related activity, for students missing milestones, degree requirements for Honours and General Science students, course conflicts, reserve levels and assignments and problem-solving with students, staff, and faculty in each of these scenarios, editorial choices for undergraduate calendar.
 - **Physical and Sensory Demands:** Demands typical of an academic advisor operating within an office environment.
 - **Working Environment:** Travel: Ontario Universities Fair. Working hours: Regular working hours with occasional weekend work (e.g. Fall Open House, March Break Open House, You@Waterloo Day. Calendar editing periods. Risks: No significant physical or psychological risks, minimal exposure to disagreeable conditions typical of an academic advisor