

Job Description

Job Title:	HRM Program Coordinator and Academic Advisor
Department:	Psychology
Reports To:	Administrative Officer
Jobs Reporting:	N/A
Salary Grade:	USG 6
Effective Date:	December 2018

Primary Purpose

The HRM Program Coordinator and Academic Advisor is responsible for the administrative structure and daily student advising of the Human Resources Management (HRM) program in consultation with the Department Chair, Administrative Officer, HRM Director and Undergraduate Chair. Specific areas of responsibility include course planning, academic advising, marketing and communication, and special events. This position also provides administrative support to the Psychology Undergraduate Program, including academic advising for Psychology Minors, guiding and mentoring of the Undergraduate and Graduate Programs Assistant, as well as responsibility for a number of critical processes and structures to ensure efficient delivery of the undergraduate program and student success.

Key Accountabilities

HRM Program Management:

- Coordinates course planning, course logistics, student advising, plan requirements, exam scheduling, and tracking of enrolments
- Prepares the HRM annual operating budget submission
- Promotes processes that maximize synergies and efficiencies between academic and practitioner perspectives, including academic calendar planning, coordinating sessional instructors and teaching assignments, student enrichment opportunities
- Establishes, coordinates, and conducts orientation sessions for the HRM instructors and provides counsel and support with regards to academic regulations and procedures as necessary
- Responsible for the Undergraduate Calendar section for the HRM plans, course descriptions, and faculty section; prepares HRM departmental submissions for approval by UGAG
- Responsible for creating and updating the HRM Academic Advisement templates
- Responsible for administration of the annual HRM scholarship competition
- Serves as key administrative point of contact and central resource for a wide range of HRM information, providing statistical reporting and general advice for department administration and relevant committees
- Establishes HRM Management Committee Meetings; takes and distributes meeting minutes
- As directed by the Department Chair, serves on the hiring committee for all HRM sessional positions

Student Support

- Serves as the principal program contact for HRM students (prospective, current, and alumni)
- Provides key support and daily academic advising services to enhance student academic success and satisfaction
- Responsible for all admission and graduation decisions

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- Ensures efficient processing and procedural guidance with regard to student applications, academic appeals, Letter of Permission requests, transfer credit assessments, courses taken while on exchange, etc.
- Responsible for structure, content, and maintenance of the HRM student database and providing long-term planning advice and critical reporting information to department administration and relevant committees
- Develops and coordinates student enrichment opportunities, including social and networking events with alumni and HR professionals, guest lectures, HR professional information sessions, workshops related to HR skill development, and establishing and guiding an HRM Student Club

Marketing and Communication:

- Develops, initiates and assesses professional and effective marketing of the HRM program, including the HRM Diploma, HRM website and recruitment materials in coordination with the Arts Undergraduate Office
- Develops and maintains strong ties with HRM alumni and the HR Professional Associations; ensures that this critical networking and employment link is enhanced over time

Special Events and Social Activities:

- Leads and coordinates special events for HRM students
- Plans activities and initiatives to assist in the development of student engagement with the HRM program

Administration and Supervision – Psychology Undergraduate Program:

- Shares responsibility for development and maintenance of a number of critical processes and administrative structures, including the student database and student records, the undergraduate website, program and course application forms, Sharepoint site, and the Undergraduate Teaching Handbook
- Shares responsibility for overseeing, guiding, and mentoring the Undergraduate and Graduate Programs Assistant with administrative tasks
- Assists the Psych 499 Course Coordinator with administration of the Honours Thesis course
- Coordinates final exam scheduling each term
- Coordinates submission and grading of Psychology Co-op Work Reports
- Coordinates the application process and course enrolments for the Psychology and HRM Apprenticeship courses
- Manages Psychology wait lists each term, including careful monitoring of course enrolments, prioritizing requests, and authorizing enrolments
- Assists with planning and presentation of departmental functions such as Campus Day, Psychology Orientation, Convocation Luncheon, Award Luncheons, etc.
- Assists the Psychology Undergraduate Advisor with a wide range of projects and tasks as required

Student Support – Psych Minors:

- Serves as the principal program contact for Psychology Minor students (prospective and current)
- Provides key support and daily academic advising services
- Responsible for all admission and graduation decisions
- Ensures efficient processing and procedural guidance with regard to student applications, admission, graduation decisions, academic appeals, Letter of Permission requests, transfer credit assessments, courses taken while on exchange, etc.

**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">• Undergraduate university degree or equivalent education and/or experience
Experience <ul style="list-style-type: none">• Comprehensive administrative and student advising experience in an academic environment with exceptional knowledge of university policies guiding admissions and academic programs
Knowledge/Skills/Abilities <ul style="list-style-type: none">• Intermediate skills in Microsoft Office suite• Intermediate skills in Peoplesoft, WINQ, Quest, Filemaker, and website software

Nature and Scope

- **Contacts:** This 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: Department Chair and Associate Chair Undergraduate Studies, Psychology Administrative Officer, Psychology Undergraduate Advisor and Program Administrator, HRM Director, HRM adjunct instructors and HRM Management Committee, Graduate and Undergraduate Programs Assistant, Psychology faculty members, staff, undergraduate students, Faculty and staff advisors in all six university Faculties, Registrar's Office, Scheduling Office, Faculty of Arts Undergraduate Office, Centre for Extended Learning, Centre for Career Action, St. Jerome's Psychology Faculty
- **Level of Responsibility:** The position has specialized work with minimal supervision and is expected to perform duties with relative independence and use judgment in determining when involvement of others is required. This position co-supervises the Undergraduate and Graduate Programs Assistant.
- **Decision-Making Authority:** Responsible and accountable for establishing the priorities for the HRM program.
- **Physical and Sensory Demands:** Minimal demands of an administrative position operating within an office environment.
- **Working Environment:** Minimal exposure to disagreeable conditions typical of an administrative position.