

## Job Description

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<b>Job Title:</b>	Optometry Admissions and Program Manager
<b>Department:</b>	School of Optometry and Vision Science
<b>Reports To:</b>	Administrative Officer
<b>Jobs Reporting:</b>	Professional Services Coordinator Graduate and Research Studies Coordinator Technical Word Processor/Receptionist
<b>Salary Grade:</b>	USG 8
<b>Effective Date:</b>	January 2019

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### **Primary Purpose**

The Admissions and Program Manager reports to the Administrative Officer and provides administrative support to the Admissions and Undergraduate Officers to ensure the efficient and effective delivery of the admission process and academic and administrative services to the undergraduate students in the OD program.

### **Key Accountabilities**

#### **Administration of Admissions into the Doctor of Optometry (OD) program**

- Provides senior administrative support to the Admissions Officers in all matters relating to the OD program. Must have a detailed and strong knowledge of the criteria for admissions, course requirements, able to administer admission procedures using the OnBase system and well as the Optometry admission system, to ensure compliance to requirements, acceptance, the generation of conditions if necessary, and details of admission. Prepare the detailed and extensive documents used for the Optometry admission meeting to make admission decisions.
- The Admissions and Program Manager is the sole assessor and evaluator of all transcripts/courses to ensure that all required prerequisites are completed. Must verify that all course and applicant information is entered correctly into the Optometry admission system to produce the admission applicant file summary used to make admission decisions at the meeting.
- Prepares all correspondence to applicants regarding the selection of applicants for interviews, offers of admission and refusals.
- Reviews all admission decisions for accuracy before sent out by Registrar's Office. Prepares and conveys all admission decisions to the Registrar's Office to be processed.
- Corresponds and provides feedback to applicants when refused.
- Reviews transcripts to clear academic conditions as well as Criminal Records Checks conditions of the offers of admission and follows up when information hasn't been received.
- Provides data collection and prepares statistical reports.
- Monitors and reports on the Tripartite Agreement between BC, AB, SK, MB, ON and the Maritime provinces to both the University of Waterloo and the provincial contacts. Works with the ON representative on the renewal of contract and obtain University of Waterloo signatures.
- Organizes and executes the Admission interview day. Prepares specific interview day schedules for every applicant being interviewed, prepares lists of those who will not receive an interview and informs to the Registrar's Office who will send out the emails.

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- Monitor confirmations and declining interviews, prepares individualized schedules, interview forms and all paperwork for interview assessments. Prepares all handouts for student welcome packages. Order food for the day event.
- Organizes and executes the Admission interview day in Fredericton and Calgary. Books meeting rooms, organizes schedule, inform students of
- Maintains and manages all undergraduate student records and monitor student progress.
- Provides administrative support relating to the Undergraduate Studies Committee including; preparing meeting agendas, recording minutes, and monitoring the implementation of all decisions.
- Provides OD program statistical data for academic accreditation reporting as required.
- Responsible for yearly calendar updates for the Registrar's Office.
- Updates and ensures the accuracy of the admissions section of the OD program website
- Attends undergraduate marketing and post graduate information opportunities.
- Other administrative duties as assigned by the Administrative Officer.

### **Provides comprehensive administrative support to the Doctor of Optometry (OD) program**

- The incumbent serves as the first contact for all prospective and current OD students. They provide advising services to all new and current OD students, this includes advising undergraduate students interested in the OD program.
- Participates in the organization of welcome week events for all new OD students as well as ordering all catering required.
- Coordinates and monitors the submission of OD course grades in accordance with University deadlines.
- Provides OD program statistical data for reporting agencies and academic accreditation as required.
- Responsible for the academic progression reports and approval of eligibility for graduation for the OD program.
- Updates the Academic Advisement templates for the OD program the Graduation Advisement Reports. Works closely with the Records team to implement the changes required.
- Counsel and provide guidance and direction with regards to administrative procedures pertaining to the OD and its scholarships.
- Member of the Scholarship Committee for the OD program. Prepare all of the information for scholarship meetings (rankings, course scores) for the Committee to determine award recipients. Provide recipient information to the Graduate & Research Studies Coordinator who organizes the two OD awards ceremonies. Prepare, invite and provide gifts for staff being recognized at the fall awards ceremony.
- Independently develops the departmental timetable for OD courses and teaching lab schedules. This involves accommodating requests with the Faculty following strict procedures and guidelines as dictated by the Associate Registrar for Student Records and Systems, the Assistant Registrar for Optometry and the University Scheduling Officer.
- Prepares all the information (student ID's for each block as well as creating course blocks for each year) required for block enrolment process to the Registrar's Office.
- Responsible for all final exam administration including secure storage of exams, the assignment of proctors, monitoring students missing exams and scheduling resits.
- Representative for the School of Optometry at all University student functions such as Campus Day, U@Waterloo Day and the Ontario University Fair.
- Set up faculty course evaluations each term.
- Responsible for the upkeep of student records/files for all OD students (academic progression reports, academic petitions, illness forms etc).

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- Administers the absence request policy. Receives and enters the information into a spread sheet, contact instructors to determine if requests can be accommodated and what the accommodation is; prepare report for the Undergraduate Studies Committee meeting; send out responses to the student and instructors regarding the student's absence request.
- Other duties as assigned from time to time by the Associate Director Undergraduate Studies, Administrative Officer and/or the Director.

### **Human Resources Administration**

- Prepares and oversee staff performance evaluations for administrative office staff.
- Responsible for the recruitment, evaluation and disciplinary actions of administrative office staff.
- Re-evaluates and reviews all administrative office staff position descriptions and develop new job descriptions as required.

### **Special Projects, Initiatives and Responsibilities**

- Must become a notary public to sign license application documents for OD student to obtain a provincial license.
- Participates in the professional accreditation process.

*\*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**

- University degree or equivalent education and experience required, preferably from the University of Waterloo

### **Experience**

- Optometry experience and involvement with professional organizations essential
- Experience in the development, interpretation, application and enforcement of regulations and policies
- Experience with counselling and recruiting students
- Experience with and/or a thorough understanding of the UW School of Optometry admissions processes

### **Knowledge/Skills/Abilities**

- Understanding and appreciation of the key role of a university education, and the crucial importance of attracting and retaining the very best students
- Proven ability to establish and maintain effective working relationships with senior administration, faculty, staff, students on campus and contacts external to UW
- Knowledge of the University of Waterloo and Faculty policies and practices with respect to recruitment and admissions
- Sound judgement, tact and diplomacy
- Strong analytical and problem solving skills
- Ability to take initiative where minimal direction is provided
- Excellent interpersonal skills
- Excellent communication skills, both in an oral and written format, including the use of electronic media
- Must be a notary public

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### **Nature and Scope**

- **Contacts:** Internally - faculty and staff of Optometry; Registrar's Office, Faculty of Science, Student's Award office. Externally - the Provincial Ministry of Education, Ontario Association of Optometrists, the Canadian Association of Optometrist and provincial governing bodies
- **Level of Responsibility:** Demonstrated ability to take initiative, work independently and as a team member in a fast paced, challenging environment; staff management, influence, leadership
- **Decision-Making Authority:** The incumbent has direct impact on the School's success, reputation, mandate and successful implementation of enrolment targets. The mission critical work done in this position has a direct effect on the School's ability to meet enrolment targets.
- **Physical and Sensory Demands:** Minimal demands typical of a senior administrative position operating within an office environment
- **Working Environment:** Regular working hours with occasional evening/weekend work required. Exposed to the stress and pressure associated with senior level responsibilities. Some travelling required.