

Job Description

Job Title:	Faculty Services Coordinator
Department:	Dean of Arts Office
Reports To:	Executive Officer, Arts
Jobs Reporting:	None
Salary Grade:	USG 6
Effective Date:	March 2018

Primary Purpose

The Faculty Services Coordinator provides a wide range of administrative and financial services support within the Office of the Dean of Arts. S/he provides administrative support to the Faculty Administrative Officer in numerous functions related to the management of faculty appointments, tenure and promotion procedures, and the annual performance review and salary increase processes. S/he provides financial support to Arts' Faculty Financial Officer, with duties that include monthly reconciliation of two principal Faculty budgets, and review and processing of travel claims and other payments. With the FFOs, s/he provides procedural guidance and support to Arts' departmental administrators, and to other faculty and staff.

Key Accountabilities

Accountabilities related to the employment of faculty members, including but not limited to:

- Faculty Appointments
 - Manages the process for appointments of all non-regular faculty (i.e. research, visiting, adjunct, sessional), including:
 - Processing 500-600 sessional contracts per year, monitoring and ensuring minimum enrolments for each contract
 - Supports the process for appointments of regular faculty (full-time lecturers and professors (all ranks)), including:
 - Posting of ads in national, online venues
 - Preparing appointment packages for courier
 - Coordinating initial documentation for start-up grants, then monitoring and communicating end dates
 - Liaises with UW Immigration Services to support departments in navigating immigration processes for visitors and appointees
- Administrative Appointments
 - Manages the process for appointments of Associate Chairs (and Associate Directors), including:
 - Monitoring term end dates, supporting departments in preparation of forms, calculating stipend, securing Dean's approval, issuing appointment letter
 - Supports the process for appointments of Chairs (and Directors), including:
 - Monitoring term end dates and organizing Chair nominating committees
 - Completing appropriate forms to finalize appointments
- Sabbatical Leaves
 - Manages the sabbatical application process at the Faculty level, calculating eligibility, ensuring complete documentation and securing the Dean's approval
- Tenure and Promotion

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- Supports the tenure and promotion process, corresponding with external referees, receiving reports, collating files
- Annual Performance Review for Faculty
 - Supports the APR process, including updating forms and data entry
- Records Management
 - Supports records management activities in the Faculty in keeping with policies 46 and 75, including:
 - Maintaining records of faculty employment files
 - Maintaining a record of Faculty administrative appointments
 - Maintaining a database for full-time faculty employee data
- Reporting and Correspondence
 - Responsible for preparation and submission of the monthly Dean of Arts Report to Senate and annual Dean's Report to Arts Faculty Council
 - Responsible for preparation and mailing of annual letters to Arts Dean's Honours List students (approximately 2,000), and other correspondence as required
- Work Placement Program
 - Manages the process for Arts allocation of UW's Work Placement positions (annually, 20-25 fulltime term positions for students), including assembly of adjudication committee and coordination of approval documents
 - Provides support to the Dean in the absence of the Faculty Administrative Officer

Financial accountabilities including but not limited to the following:

- Review and Reconciliation: expense reimbursement requests, including travel claims, monthly general ledger reports, Dean's budget and the general Faculty of Arts budget; Arts Trust and Endowment accounts, student scholarships and awards; research payroll, including casual pay and on-line student payroll;
- Prepare research-related appointment letters for the Dean's signature, including letters for Research Associates and postdoctoral fellows; ensuring time limits are adhered to on PDF renewals.

Operational accountabilities:

- Ensures appropriate disposal of confidential records and files as required per policies 46 and 75.
- Arts Faculty Committee Student Appeals Secretary; maintain pool for tribunal members, schedule meetings/hearings; follow Policy 72 guidelines and deadlines, Annual report to the UCSA;
- Manages, distributes and monitors Arts Course Questionnaires each academic term;
- Manages and maintains Arts Staff database (Access) (queries/reports, staff UW anniversary letters);
- Record of Absence for Dean's Office staff; ACO database, (inform chairs/supervisors of their staff vacation entitlements);
- Manages on-line course leasing calculations and payroll processing;
- Manages Arts' email database (includes updating membership of all Arts committees, and departmental email groups);
- Books Arts Faculty meeting rooms, HH 373, PAS 2438, PAS 2432, HH Founders Hall and Project Cube as required for Faculty-wide use;
- Orders departmental supplies for the Dean's Office; maintaining photocopier, printers and paper supplies;
- Orders and distributing faculty hoods for twice-annual Convocation;
- Orders and distributing First Aid supplies for Arts departments;
- Maintains and updating building directory boards as required;

Required Qualifications

Education <ul style="list-style-type: none">• High school plus additional training and/or experience in administrative and financial procedures.
Experience <ul style="list-style-type: none">• 2 years of experience in a records and/or financial environment, which may include Accounts Payable and/or Payroll. Proven numeracy and attention to detail.
Knowledge/Skills/Abilities <ul style="list-style-type: none">• Intermediate skill level using Microsoft Office Suite• Familiarity with financial management systems an asset.

Nature and Scope

- **Contacts:** Internally, communicates with a wide range staff and faculty in Arts departments (15 academic departments, two schools, and an off-site campus), and in numerous units across campus, including Payroll, Accounts Payable, scheduling, typically to obtain, clarify and discuss information or to discuss information and problems. Externally, this position has contact with material suppliers and repair personnel to obtain, clarify and discuss information and problems.
- **Level of Responsibility:** The position is accountable for accurate processing of personnel and financial material to a high standard of accuracy and timeliness, and for review of others' work to ensure accuracy.
- **Decision-Making Authority:** This position has defined specialized tasks performed under the general direction of others. Routine tasks are performed with relative autonomy; the position is expected to identify problem areas and bring them forward for discussion and resolution.
- **Physical and Sensory Demands:** Minimal demands typical of an office environment.
- **Working Environment:** Minimal exposure to disagreeable conditions.