

Job Description

Job Title:	Undergraduate Advisor/Coordinator, Mechatronics
Department:	Mechanical & Mechatronics Engineering
Reports To:	Administrative Officer
Jobs Reporting:	None
Salary Grade:	USG 6
Effective Date:	November 2017

Primary Purpose

The Undergraduate Advisor/Coordinator, Mechatronics Engineering is responsible for the academic advisement and administration of the Mechatronics Engineering undergraduate program within the Department of Mechanical and Mechatronics Engineering. The incumbent works closely with the Director of Mechatronics Engineering to ensure that the Department is meeting its teaching goals and objectives.

Key Accountabilities

Academic Advising and Student Counselling

- Acts as first point of contact for undergraduate students in the Mechatronics Engineering program
- Provides advice to students concerning their course selections (including program options) to help them achieve academic and career objectives
- Reviews academic promotion reports each term to ensure student promotion decisions are correct; conduct interviews to counsel students in jeopardy to develop an action plan for success, by outlining possible options and scenarios
- Verifies eligibility and has signing authority in numerous undergraduate academic matters including program modifications, course override, course pre-enrollment, letters of permission students, course enrollments, co-op stream changes, work term milestones, supplemental exam applications, completion of options and degree requirements
- Responsible for the Mechatronics Student course blocks enrollment of regular, coop, exchange and transfer students and acts as a liaison between the student and the Registrar's Office when necessary
- Provides advice by telephone, through individual appointments, and in writing, taking into account the needs of a wide client base including parents, high school applicants, co-op students, students taking courses at other universities, letter of permission students, international exchange students, and students registered with the AccessAbility Office
- Approves changes and exemptions to Mechatronics Engineering degree requirements for returning students, transfer credits for students returning from international exchange, academic standing, requests to graduate and grade revisions
- Monitors, evaluates, and provides advice on Mechatronics course sequencing, academic standing, and progression to degree requirements
- Interviews and counsels students with conditional or required to withdraw standing in coordination with the Director of Mechatronics to develop an action plan by providing information on Department and University regulations, appeal procedures, alternative, limitations, and possible consequences
- Provides "first-contact" counseling and advising to students in crisis; immediate action may be required to connect students with university resources (e.g. Counselling Services) and/or provide practical assistance (e.g. negotiates extensions on course work with instructors)

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- Responsible for maintaining the content of the Mechatronics student distinct devotion database which is an essential tool for managing student academic success as well as providing critical information for long-term planning and counselling
- Responsible for reviewing advanced admittance requests by assessing documentation and providing advice to assist the Director of Mechatronics in his or her decision
- Acts as liaison for students between student and instructors; consults when necessary with advisors in other academic units and AccessAbility Office to assist students with learning or personal challenges

Administration

- Works closely with Director of Mechatronics to determine course offerings in order to meet the needs of the regular and coop students, and achieve departmental goals
- Responsible for approving eligibility for graduation for students within the Mechatronics Engineering program
- Reviews course outlines to avoid conflicts in scheduling and student workload to comply with faculty and university policies
- Provides statistical reporting and general advice for senior departmental administrators and relevant committees regarding undergraduate information in the department
- Collects and assigns Mechatronics student work reports to TA's and faculty members for marking, issuing extensions, tracking and updating the work report database and appointing a recipient for the Faculty Work Term Report Award; primary contact for Industrial Supervisors marking confidential work reports
- Provides Mechatronics student pre-enrollment/enrollment course blocks to the Registrars' Office as well as ensuring all Mechatronics students grades are collected, recorded and submitted
- Acts as a proctor for deferred exams and special sittings for supplemental exams for students within the Mechatronics program
- Provides essential services for instructors and faculty members including ordering textbooks, processing grade reports and revisions
- Develops, implements, and maintains record-keeping to ensure the security of confidential information and student files
- Liaison with publishing companies and UW bookstore
- Assists with room bookings
- Assists the Undergraduate Advisor/Coordinator, Mechanical Engineering during absence
- All other duties as assigned by Chair or Administrative Officer

Admissions

- Assesses transfer credits from internal and external institutions, course exemptions and waivers to the Mechatronics degree requirements; consults, when necessary, with Registrars' Admissions Specialist regarding transfer credits
- Conveys and coordinates admissions processes to Mechatronics Faculty to recruit assistance in areas such as hand-written notes to accompany offers of admission

Committee Representation

- Responsible for scheduling, attending, preparing agendas, and taking and distributing minutes for the Mechatronics Curriculum Committee, Advisory Board Committee (containing parent discipline Department Chairs and senior faculty members) and Divisional Meetings.
- Participates and acts as a resource to the Mechanical and Mechatronics Student/ Faculty Committee meetings which convey essential departmental information

Communication and Event Planning

- Coordinates ME 481 (Mechanical Engineering Design Project) and MTE 482 (Mechatronics Capstone Project), including updating project design websites, preparing presentation schedules,

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collecting project registration forms, collecting and distributing the final project reports for all Mechatronics Engineering students enrolled in MTE 482, arranging for visitor parking, and collecting project descriptions

- Attends and assists with the Mechatronics symposium (set up, greet and review criteria with Industrial judges, support students, maintain marks database).
- Works closely with the Director of Curriculum Development, including assisting in the coordination of nomination processes, coordinating exit surveys and arrangements for interviews, organizing forums and assisting with the organization of campus wide activities
- Compiles, coordinates and edits UW Calendar and Academic Advisement Template changes related to program requirements, course descriptions and faculty listings
- Provides input and edits material for marketing and recruitment on the Mechatronics website and for such events as March Break Open House and Mechatronics Capstone Project Symposium
- Develops and edits department website in conjunction with department webmaster
- Organizes and assists with various department events including March Break Open House, Iron Ring activities, Orientation Week, Mechatronics Capstone Project Symposium, Mechatronics BBQ's, end of term dinner for class representatives, work report and Dean's Honors' List recipient reception
- Informs instructors of students attending final examinations (i.e., students writing supplemental examinations) and ensuring submission of supplemental grade roster/revisions including term standing adjustments and reduction of failure counts if student passes the examination
- Responds to a wide range of enquiries from prospective and current UW students, alumni, and campus colleagues

Required Qualifications

Education

- Post-secondary education or equivalent combination of education and experience is required

Experience

- 1-3 years of experience in the advertisement and administration of undergraduate studies in an academic environment required
- Experience with event planning
- Demonstrated experience with web development and management

Knowledge/Skills/Abilities

- Excellent understanding of university policies and procedures as they relate to undergraduate studies and degree requirements, as well as ethics and crisis management
- Excellent computing skills including proficiency with the latest word processing and spreadsheet software, web development tools, Quest (Student Information System) or SharePoint (document sharing site)
- Excellent organizational, analytical, communication and problem solving abilities
- Demonstrated ability to handle confidential and sensitive information with discretion
- Excellent interpersonal skills to effectively liaise with the campus community, faculty, staff and students
- Proven ability to manage multiple priorities with a high level of initiative, flexibility, accuracy and detail with minimum supervision.

Nature and Scope

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- **Contacts:** This position communicates directly with the Director of Mechatronics. There is a working relationship with these various groups: Chair, Associate Chair, Members of the Curriculum Committee and Advisory Committee, Engineering Undergraduate Studies Office, Registrar's Office, Scheduling Office, Student Awards Office, Counselling Services, Co-operative Education and Career Services, Access Ability Office, WatPD Office, Student Success Office, Centre for Teaching Excellence, UW Catering & Event Services and UW Bookstore.
 - **Level of Responsibility:** This position has no direct supervision of others and provides functional guidance and direction to others.
 - **Decision-Making Authority:** This position operates in a decentralized environment in terms of decision making and a centralized environment in terms of establishing standards, policies and procedures. Requires the ability to make decisions on academic progression, advanced admissions and transfers all within the framework of the undergraduate program.
 - **Physical and Sensory Demands:** Minimal physical demands typical of a position operating within a fast-paced, high volume office environment. Individual must be able to manage concurrent assignments and prioritize workload in order to meet deadlines.
 - **Working Environment:** Minimal exposure to disagreeable working conditions typical of a service position exposed to front line pressures. Position has irregular/high volumes. As this is a front line position, there may be occasions that additional guidance is required for some individuals. This can add to the stress level of the position when dealing with these individuals.