

Job Description



Job Title:	Student Affairs and Admissions Coordinator
Department:	School of Optometry and Vision Science
Reports To:	Undergraduate Officer – Student Affairs Program Manager
Jobs Reporting:	N/A
Salary Grade:	USG 6
Effective Date:	February 2023

Primary Purpose

The Student Affairs and Admissions Coordinator reports to the Optometry Program Manager and the Undergraduate Officer – Student Affairs (UGSA), and provides support to the administration of the optometry professional program in the School of Optometry and Vision Science. The Coordinator is responsible for the day-to-day administration of student affairs and admissions for the Doctor of Optometry (OD) undergraduate program.

Key Accountabilities

Student Affairs

- Serves as the first point of contact for all prospective, Advanced Standing Optometry Preparatory program (ASOPP), and current OD students in matters related to student life. e.g. general advising
- Responsible for supporting UGSA and Optometry student body. E.g. administration of key academic events (e.g but not limited to orientation, graduation celebration), activities and enrollment processes; student clubs and government (CAOS and UWOSS).
- Provides communication support between UGSA and students – websites, sharepoint, social media, and periodic updates as directed.
- Maintains both the School of Optometry and Vision Science Undergraduate and Admissions sections of the School's website, keeping them current with the recruitment/admission cycles
- Leads the development of student mentoring, advising, and mental health and wellness programs in coordination with the Program Manager, Undergraduate Officers, and Associate Director of Academics and Student Affairs (ADA).
- Counsels and provides guidance and direction to students with regards to administrative procedures pertaining to the OD program and scholarships.
- Receives student Verification of illness forms (VIF), and enters them into the student illness tracking system.
- Provides administrative support to the Scholarship Committee for the OD program. Prepares all information for scholarship meetings (rankings, course scores) for the Committee to determine award recipients.

- Provides recipient information to the Graduate & Research Studies Coordinator who organizes the two OD awards ceremonies.

Admissions into the Doctor of Optometry (OD) program

- Provides administrative support to the School's Admissions Officers and Admissions Committee in all matters relating to the OD program including; arranging meetings, preparing meeting agendas, recording minutes, integrating Advanced Standing Optometry Preparatory Program (ASOPP) with admissions, marketing/communication, and monitoring the implementation of all decisions.
- Ability to administer admission procedures using the OnBase system as well as the Optometry admission system to ensure compliance with requirements, acceptance, the generation of conditions if necessary, and details of admission.
- Assesses and evaluates all candidate transcripts/courses to ensure that all required prerequisites are completed, and 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.
- Prepares detailed documents used for the Optometry admission meeting to support admission decisions.
- Provides data collection and prepares statistical reports for admissions.
- Prepares all correspondence to applicants regarding the selection of applicants for interviews, offers of admission and refusals.
- Reviews all admission decisions for accuracy, and prepares and conveys all admission decisions to the Registrar's Office to be processed and sent out.
- Corresponds and provides feedback to applicants when refused admission.
- 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.
- 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.
- Organizes and executes the Admission interview day. Prepares specific interview day schedules for applicants being interviewed, lists of those who will not receive an interview, and informs to the Registrar's Office who will send out the emails.
- Monitors interview appointments for candidates (e.g. confirmed, declined), prepares individualized schedules, interview forms and all paperwork for interview assessments.
- Prepares all handouts for student welcome packages. Orders food for the day event.
- Organizes and executes the Admission interview day in Fredericton and Calgary and others as needed, books meeting rooms, organizes schedules, informs students of location and logistics.
- Updates and ensures the accuracy of the admissions section of the OD program website
- Attends undergraduate marketing and post graduate information opportunities. Representative for the School of Optometry at all University student functions such as Campus Day, U@Waterloo Day and the Ontario University Fair.

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

- Other duties as assigned from time to time by the Associate Director Undergraduate Studies, Administrative Officer and/or the Director.

External Relations/Event Planning

- Represents the School at all University student functions such as the Open Houses, as well as external recruitment events at other universities in Southwestern Ontario (professional/graduate school fairs) and the Ontario Universities' Fair
- Manages the planning and implementation of formal student events, such as the White Coat Ceremony, Welcome week activities, Optometry interview weekends, Convocation, and other similar events as required
- Recruits and manages volunteers to support the delivery of events.
- Provides administrative support services for key optometry student engagement – logistics, catering, permits.

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 post-secondary education and/or experience required.

Experience

- Three to five years of experience in an academic environment including sound working knowledge of UW policies and procedures as they apply to recruitment, admissions and undergraduate programs is required.
- Understanding and experience with counselling and recruiting students is required.

Knowledge/Skills/Abilities

- Knowledge and understanding of the key role and responsibilities 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
- Demonstrated ability to take initiative, work independently and as a team member in a fast paced, challenging environment
- Sound judgement, tact and diplomacy
- Strong analytical and problem-solving skills, interpersonal, and organizational
- Proven strategic and creative thinker
- Ability to take initiative where minimal direction is provided

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- Excellent communication skills, both in an oral and written format, including the use of electronic media
- Must be willing to become a notary public

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
- **Interpersonal Skills:** Excellent time management and organization skills
- **Level of Responsibility:** Demonstrated ability to take initiative, work independently and as a team member in fast paced, challenging environment
- **Decision-Making Authority:** Demonstrated judgment, tact and diplomacy. Provides academic counselling to pre-Optometry students about admission requirement; refers students to senior administrators(s) when appropriate
- **Physical and Sensory Demands:** Minimal physical demands typical of working in an office environment
- **Working Environment:** Regular working hours with occasional evening/weekend work required. Exposed to the stress and pressure. Some travelling required.