

Job Description

Job Title:	Director of Admissions & Undergraduate Affairs
Department:	School of Pharmacy
Reports To:	Hallman Director, School of Pharmacy
Jobs Reporting:	Academic Advisor, Undergraduate Administrative Coordinator
Salary Grade:	USG 14
Effective Date:	July 2018

Primary Purpose

The Director of Admissions & Undergraduate Affairs is directly responsible for all operations related to student recruitment and undergraduate admissions, and for the effective and efficient operation of the undergraduate program for the School of Pharmacy.

The Director oversees all aspects of the School's undergraduate admission process. The Director develops and implements admissions policies and strategies which support the School's mission and mandate, and independently reviews and assesses admission interview results. The Director is a key member of the curriculum team, assisting with curriculum development and implementation, and ensuring compliance with UW policies and the UW Undergraduate Academic Calendar. The Director is also responsible for ensuring the School's undergraduate program and its students meet the pharmacy professional degree program requirements in Canadian universities (Pharmacy Examining Board of Canada).

An experienced Pharmacist licensed to practice in Ontario, the Director of Admissions & Undergraduate Affairs is the School's resource on University of Waterloo and Faculty of Science academic policy and regulatory matters, responding to queries and advising faculty and staff on policy-related issues throughout the year. The Director will ensure that appropriate linkages exist between both the School's program and student body, and the array of professional societies.

The Director is a member of the School's Executive team, providing strategic leadership and counsel to the Hallman Director on School-wide issues, including development and management of the undergraduate program. The Director is assisted in his/her role by the Academic Advisor, Undergraduate Administrative Coordinator. The Director of Admissions & Undergraduate Affairs is directly accountable to the Hallman Director, School of Pharmacy.

Key Accountabilities

Recruitment

The Director of Admissions & Undergraduate Affairs is responsible for promotion of the PharmD program and the Conditional Admission to Pharmacy (CAP) program at the local, provincial and national levels. This involves collaborating with the Faculty of Science Marketing and Recruitment Team in the creation of materials specific to the School of Pharmacy, which are designed to inform and attract prospective undergraduate students to the University of Waterloo. As the School's representative, the Director serves as spokesperson at conferences, professional gatherings, student recruitment events and university events, attending a number of Ontario university school fairs and high schools in support

of the PharmD program. The Director will engage with local, provincial and national pharmacy organizations as needed to support the recruitment and admissions process.

Admissions and Enrolment Management

The School of Pharmacy receives more than 600 applications to the PharmD program and more than 250 applications to the CAP program annually. The Director of Admissions & Undergraduate Affairs is responsible for the oversight of all aspects of the admissions and enrolment management processes within the School of Pharmacy, developing and implementing admissions policies and strategies which support the School of Pharmacy's mission and mandate. The Director chairs the Pharmacy Admissions Committee.

The Director develops, refines and implements the admissions process, which is designed to assess intellectual and academic competence, communication skills, leadership ability, community service, pharmacy experience, and motivation for pursuing a career in pharmacy. These key criteria are assessed through: Pharmacy Admission Information Form (AIF), Computer Based Assessment for Sampling Personal Characteristics Test (CASPer), an Interview component, and Fundamental Skills Assessment (FSA). The Director is responsible for establishing a protocol for the review and evaluation of these key criteria. The Director oversees the interview process, designing interview questions and independently assessing the interview component. The interview process utilizes the expertise of 30+ pharmacists and the Director is responsible for recruiting and selecting those pharmacists and designing and delivering a robust Interviewer Training Program. H/she ensures that Senate and Faculty policies are applied consistently and that all rules and regulations pertaining to admissions are adhered to for all applicants. The Director is the School's representative on the Faculty of Science Admissions Committee.

The Director also oversees all aspects of the School's CAP process (an opportunity for outstanding high school students to be pre-admitted to the School of Pharmacy), responding to queries and monitoring the academic progress of CAP students, providing them with individualized academic guidance in preparation for their second year of studies before joining the School.

The Director stays informed about current and future developments and changes in the pharmacy profession provincially, nationally and internationally which may impact admissions requirements, practices and policies. H/she must be fully aware of trends within the pharmacy profession and is fully aware of UW's key competitors and the admission process undertaken by them.

Admissions and enrolment management processes are data-informed, and it is the Director's responsibility to ensure the ongoing collection of statistical data related to admissions and use this data to provide reliable reports to a variety of clients, internal and external. The Director ensures that there are the proper tools and systems support available to carry out the admissions mandate. The Director is responsible for ensuring that the School of Pharmacy meets its enrolment targets for undergraduate students.

Undergraduate Affairs

The Director is responsible for the management of the School of Pharmacy undergraduate program, overseeing all aspects of undergraduate affairs spanning both academic and non-academic issues. This includes ensuring that students are informed about and comply with any regulatory requirements related to the Ontario College of Pharmacists.

Job Description



Working with the Curriculum Committee, the Director will ensure the timely development and implementation of all undergraduate courses and that any changes in the curriculum are made in a manner that is consistent with Faculty of Science and University of Waterloo policies. When necessary, the Director works closely with the Associate Director, Clinical Education to ensure that co-op and experiential placements are appropriately integrated with the undergraduate academic program.

H/she ensures the implementation of University policy in areas of enrolment, academic progression, academic advisement and graduation. The Director chairs the School's Petitions Committee, including coordinating its activities and communicating decisions, with rationale, to the Faculty of Science Petitions Committee, and represents the School of Pharmacy on the Science Undergraduate Studies Committee.

The Director is responsible for academic counselling of prospective students, addressing the specific needs of secondary school students, current university students, international students and mature students. H/she supports teaching staff by providing guidance on University policy and the UG Academic Calendar, as well as facilitating the timely submission of course grades/milestones to the Registrar's Office on behalf of instructors.

The Director is responsible for overseeing the development and delivery of a student orientation program and responding to queries from prospective students, PharmD and CAP status applicants and current students on a range of matters related to undergraduate affairs and University policy.

Human and Operational Resources

The Director is responsible for managing the human and operational resources needed to effectively deliver the undergraduate program, including managing the recruitment and admissions budgets. The Director manages the Academic Advisor, Undergraduate Administrative Coordinator.

Required Qualifications

Education

- Bachelor of Science in Pharmacy or Doctor of Pharmacy degree from an accredited program of study and registration with the Ontario College of Pharmacists

Experience

- Pharmacy experience and involvement with professional organizations; the Director may serve on selected committees with various professional pharmacy organizations and societies and should be able to move easily and successfully within the community of practice, business, regulatory affairs and industry
- Experience in the development, interpretation, application and enforcement of regulations and policies
- Experience with counseling and recruiting students
- Experience with and/or a thorough understanding of the UW School of Pharmacy admissions process

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, faculty and staff

- Proven ability to establish and maintain effective working relationships with senior administration, faculty, staff, students on campus and contacts external to UW
- Knowledge of University of Waterloo and Faculty policies and practices with respect to recruitment and admissions
- Sound judgment, 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 oral and written, including the use of electronic media

Nature and Scope

- **Contacts:** *Significant Internal Relationships:* Registrar's Office, Student Awards Office, Dean of Science Office, Hallman Director, Associate Directors, faculty, staff and students. *Significant External Relationships:* Ontario College of Pharmacists, Ontario Pharmacists' Association, Association of Faculties of Pharmacy of Canada, Canadian Council for Accreditation of Pharmacy Programs, Canadian Pharmacists Association, Pharmacy Examining Board of Canada, Canadian Society for Hospital Pharmacists; local Pharmacy community; applicants.
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. The Director is accountable for decisions related to the undergraduate program. Will be making independent decisions
- **Physical and Sensory Demands:** Minimal demands typical of a senior executive position operating within an office environment
- **Working Environment:** Regular working hours with evening/weekend work required. Exposed to stress and pressure associated with senior level responsibilities; some travelling.