Job Description

**Job Title:** Director of Admissions, Professional Relations & Undergraduate Affairs

**Department:** School of Pharmacy

**Reports To:** Hallman Director, School of Pharmacy

**Jobs Reporting:** Undergraduate Student Services Coordinator, Admissions/Co-op Assistant, Administrative Assistant

**Salary Grade:** USG 14

**Effective Date:** October 2006

**Primary Purpose**

The Director will fulfill a key leadership role as the person directly responsible for all operations related to student recruitment, undergraduate admissions and the effective and efficient operation of the undergraduate program for the School of Pharmacy. The Director will assist with curriculum development and implementation. In this capacity, the Director will also be responsible for ensuring the School meets all requirements for accreditation as defined by the Canadian Council for Accreditation of Pharmacy Programs. Furthermore, the Director will be responsible for initiating and maintaining formal professional linkages with Pharmacy organizations (e.g. Ontario College of Pharmacy, Ontario Pharmacists’ Association, Canadian Pharmacy Association, Canadian Society of Hospital Pharmacists), and ensuring the School of Pharmacy’s undergraduate program and its students meet the pharmacy professional degree program requirements in Canadian universities (e.g. Pharmacy Examining Board of Canada).

**Key Accountabilities**

**Admissions**
- Develop and implement admissions policies and strategies which support the School of Pharmacy mission and mandate. Create materials specific to the School of Pharmacy for use by the Marketing & Recruitment Coordinator for the Faculty of Science
- Develop, refine and implement the admissions process for undergraduate students, including the introduction of an interview component. Establish a protocol for the review and evaluation of the Pharmacy Admission Profile and letters of reference
- Initiate and manage a counselling program for prospective students, addressing the specific needs of secondary school students, current university students, international students and mature students
- Coordinate the activities of the admissions committee, providing leadership and counsel, and taking an active role in admissions decisions

**Undergraduate Affairs**
- Provide strategic perspective, leadership and counsel to the Hallman Director in the development and management of the School of pharmacy undergraduate program
- Oversee all aspects of undergraduate affairs spanning both academic and non-academic issues. This will include the registration of students with the Ontario College of Pharmacists and the Canadian Association of Pharmacy Students and Interns
- Work with the Senior Development Officer to ensure the creation of a comprehensive and appropriate portfolio of student aid
- Ensure the timely development and implementation of all undergraduate courses, working with the curriculum committee, course coordinators, and Hallman Director
Job Description

- Work closely with Assistant Director, Experiential Education to ensure that co-op experiences are appropriately integrated with the undergraduate academic program
- Develop and maintain a solid working knowledge of the School’s and Campus’ activities, priorities and needs in teaching, research and administration

**Policy Management**

- Ensure the implementation of university policy in areas of enrolment, academic progression, academic advisement and graduation
- Create and implement a student awards policy and committee
- Establish or revise policies and procedures as necessary
- Serve as a liaison with the Canadian Council for Accreditation of Pharmacy Programs to ensure the School meets and maintains required educational standards and professional practices

**Professional Representation**

- Build on a personal reputation as a recognized and respected pharmacist to establish and nurture relationships with community pharmacists, institutional pharmacists, pharmaceutical companies and professional associations throughout Canada and the U.S. These relationships will be critical to the success of the School
- Provide leadership on behalf of the School of Pharmacy in working with the McMaster University DeGroote School of Medicine to create shared learning opportunities for Pharmacy and Medicine students
- Represent the School of Pharmacy, serve as a spokesperson and promote the University at conferences, professional gatherings, student recruitment events and university events

**Required Qualifications**

**Education**

- A minimum of a B.Sc. degree in Pharmacy or equivalent education; experience within the profession of pharmacy is required. Graduate degree is preferred
- Current license with the Ontario College of Pharmacists

**Experience**

- Seven to ten years of senior management experience preferably obtained in the health care environment
- Demonstrated experience interacting with community and hospital pharmacies, pharmaceutical industries and health care associations
- Experience with counseling and recruiting students
- Experience in marketing, public relations or a related field

**Knowledge/Skills/Abilities**

- Proven ability to establish and maintain effective working relationships with senior administration, faculty, staff, students on campus and contacts external to UW
- 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
- Demonstrated ability to motivate, engage and win commitment from influential leaders in the profession
- Proven relationship management skills involving diverse groups, including health care professionals, government, community and associations
- Demonstrated personnel management, coaching, and mentoring skills; and proven team building skills
- Strong analytical and problem solving skills
Job Description

- Sound judgment, tact and diplomacy
- 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: Hallman Director, School of Pharmacy/Director, Health Sciences Campus, School of Pharmacy Administrative team, Deans, Assistant Deans, Directors and faculty members, Office of the Registrar, Co-operative Education and Career Services, Student Awards Office, Faculty of Science Dean’s Administrative team, Housing Department, Security and Parking departments, Undergraduate student societies, Graphics, Office of Research. Significant External Relationships: Director's Advisory Council, City of Kitchener, Ontario College of Pharmacists, Ontario Pharmacists’ Association, Canadian Council for Accreditation of Pharmacy Programs, Canadian Pharmacists Association, Pharmacy Examining Board of Canada, Canadian Society for Hospital Pharmacists, Canadian Association of Chain Drug Stores, Canadian College of Clinical Pharmacy, Canadian Association of Pharmacy Students and Interns (CAPSI), Pharmaceutical Companies, Faculty of Pharmacy, University of Toronto.
- **Level of Responsibility**: Directly responsible for all operations related to student recruitment, undergraduate admissions and the effective and efficient operation of the undergraduate program for the School of Pharmacy.
- **Decision-Making Authority**: Will be making independent decisions with a direct impact on the School’s success, reputation, mandate and successful implementation of enrolment targets. The Director is accountable for decisions related to the undergraduate program.
- **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.