

## Job Description

<b>JOB TITLE:</b>	Academic Advisor/Undergraduate Admin Coordinator	<b>DATE:</b>	July 20, 2015
<b>REPORTS TO:</b>	Administrative Officer		
<b>JOBS REPORTING:</b>	N/A		
<b>LOCATION:</b>	Health Sciences Campus		
<b>GRADE:</b>	USG 7 Downtown Kitchener		
<b>DEPARTMENT:</b>	School of Pharmacy		

**PRIMARY PURPOSE:** The Academic Advisor/Undergraduate Admin Coordinator, reports to the Administrative Officer, School of Pharmacy and provides senior administrative support to the Director of Admissions, Professional Relations and Undergraduate Affairs and the Associate Director, Practice-based Education. The Advisor/Coordinator is responsible for the day-to-day administration of the Pharmacy undergraduate program.

### KEY ACCOUNTABILITIES:

*Include 3-4 key accountabilities of the role. These key accountabilities should reflect 80%-90% of "what the job does not the "how".*

<b>1.</b>	<p><b>Administration</b></p> <ul style="list-style-type: none"> <li>The Academic Advisor/Undergraduate Admin Coordinator, provides senior administrative support to the Director of Admissions, Professional Relations and Undergraduate Studies in all matters relating to the undergraduate program</li> <li>The Academic Advisor/Undergraduate Admin Coordinator provides senior administrative support to the Associate Director, Curriculum in all matters relating to the undergraduate curriculum.</li> <li>The Academic Advisor/Undergraduate Admin Coordinator, is responsible for the day-to-day administration of the undergraduate program</li> <li>Retains signing authority for the approval of academic program changes and course changes</li> <li>Performs on-line drop/add functions for student timetables</li> <li>The Academic Advisor/Undergraduate Admin Coordinator, is assigned other duties from time-to-time by the Director of Admissions, Professional Relations and Undergraduate Affairs and by the Administrative Officer</li> </ul>
<b>2.</b>	<p><b>Admissions</b></p> <ul style="list-style-type: none"> <li>Serves as a member of the Pharmacy Admissions Committee and provides administrative support to the Admissions Committee; prepares agenda, records minutes and monitors the implementation of all decisions</li> <li>Implements admissions policies and strategies within the School of Pharmacy</li> <li>Is responsible for administration of the CAP program, by serving as the primary liaison with CAP students and monitoring their success in retaining their CAP status in the first two years of Science at Waterloo</li> <li>Works closely with the Registrar's Office and the Registrar's Pharmacy Admissions Officer to provide support with admission requirements</li> <li>Is responsible for the scheduling of all student interviews and administering the Reading Comprehension/Writing Test</li> <li>Manages all travel and accommodations for external pharmacists for the interview weekend including organization of training sessions</li> <li>Organizes and attends at the interview weekend and ensures the process is efficiently and effectively</li> </ul>

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	<p>managed</p> <ul style="list-style-type: none"> <li>• Liaises with the Marketing and Recruitment team in order to update and create any Pharmacy marketing materials for admissions purposes.</li> </ul>
3.	<p><b>Academic Services and Advisement</b></p> <ul style="list-style-type: none"> <li>• Serves as first contact for all prospective and current Pharmacy undergraduate students in matters related to admissions and student life</li> <li>• Assists with the development of student mentoring and advising programs</li> <li>• Provides instruction and advice as an Academic Advisor to Pharmacy students regarding their individual programs, degree requirements and strategies for completion of requirements when progression issues arise</li> <li>• Assists students with registration with the Ontario College of Pharmacists</li> <li>• Responsible for ensuring that students admitted with transfer credits are enrolled in acceptable alternative courses when enrolled in the Pharmacy degree program</li> <li>• Responsible for block enrolment of all Pharmacy students for core courses, advising students on elective options, and ensuring that all students have a full course load each term unless otherwise authorized by an approved petition</li> <li>• Provides assistance to students in resolving conflicts with course schedules.</li> <li>• Serves as the Pharmacy representative for scheduling purposes and is an active member of the University Timetable Committee</li> <li>• Independently develops the Pharmacy timetable for undergraduate courses and teaching laboratories. This involves close and careful interaction with external teaching faculty and sessional appointments to ensure that scheduling conflicts are avoided for the faculty, school and the students</li> <li>• Prepares a current summary of the course offerings each term, by student cohort, course code, title, instructor, etc.</li> <li>• Responsible for informing the undergraduate Pharmacy student body about key academic events, activities and enrollment processes.</li> <li>• Assist students with switching lab sections.</li> <li>• Reviews program requirements and proposed course scheduling to proactively identify conflicts and resolve problems</li> <li>• Prepares conflict-free mid-term and final examination schedules</li> <li>• Maintains the School of Pharmacy Undergraduate sections of the School's website, keeping them current with the recruitment/admission cycles</li> <li>• Receives student VIF forms, and enters them into the student illness tracking system</li> </ul> <p><b>Curriculum</b></p> <ul style="list-style-type: none"> <li>• Provides administrative support to the Curriculum Committee (bookings, agenda, minutes, preparation of background material, preparation of draft changes/modifications/additions, implementation of decisions)</li> <li>• Acts as first-point-of-contact for instructors and students with questions about curriculum and specific courses</li> <li>• Communicates curriculum updates to faculty/staff/students</li> <li>• Provides data in support of curriculum portion of accreditation and assessment activities</li> <li>• Conducts preliminary review of course syllabi for technical issues and consistency with approved template. Prepares an exception report for review by the Curriculum Committee. Communicates results of Curriculum Committee review to authors for revision.</li> <li>• Develops and maintains curricular portion of School of Pharmacy SharePoint site, including maintaining a repository of the most current version of all course syllabi</li> <li>• Prepares and disseminates the Beginning of Term memo for all Pharmacy faculty and teaching staff</li> <li>• Updates and monitors course descriptions, degree requirements, and other information published in the</li> </ul>

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	<p>Undergraduate Calendar and Course Catalog, to ensure accuracy with decisions made by various School of Pharmacy committees (e.g. Admissions, Curriculum)</p> <ul style="list-style-type: none"> <li>• Prepares Calendar/Catalog documents for submission to Science Undergraduate Studies Committee and Senate Undergraduate Council</li> <li>• Ensures Calendar change submissions adhere to appropriate deadlines, policies and procedures</li> <li>• Provides support to the Assessment Committee including data collection, management and processing</li> <li>• Communicates to the Registrar's Office the maximum unit weights for each student cohort each term, to limit student pre-enrollment and enrollment to the allowed maximums</li> <li>• Schedules and coordinates grades review meetings at the end of each academic term</li> <li>• Responsible for the uploading of final grades to Quest and using the system tools to ensure accuracy, at the end of each academic term</li> <li>• Maintains records and compiles information on enrolment, analyzes reports and provides recommendations to the Director of Admissions, Professional Relations and Undergraduate Affairs</li> <li>• Manages and coordinates on-line teaching evaluations which includes preparing summaries and calculating faculty and School averages</li> </ul> <p><b>Committees</b></p> <ul style="list-style-type: none"> <li>• Serves as the Pharmacy representative on the University Timetable Committee</li> <li>• Serves as a member of the Pharmacy Curriculum Committee</li> <li>• Serves as a member of the Pharmacy Admissions Committee</li> <li>• Chairs the School of Pharmacy Scheduling Committee</li> <li>• Represents Pharmacy at the Science Admissions Committee</li> <li>• Represents Pharmacy at the Admissions Forum</li> </ul> <p><b>External Relations/Event Planning</b></p> <ul style="list-style-type: none"> <li>• 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</li> <li>• Represents the School at the quarterly Admissions Forum, and the Science Admissions Committee</li> <li>• Supports and nurtures relationships with community pharmacists, institutional pharmacists, and pharmaceutical companies as these relationships are critical to the success of the undergraduate program</li> <li>• Manages the planning and implementation of numerous student events, such as the White Coat Ceremony, Orientation Day activities, Pharmacy interview weekends, ELPE exam sitting at the School of Pharmacy, CAP reception, and other similar events as required</li> <li>• Recruits and manages volunteers to support the delivery of events.</li> </ul>
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### POSITION REQUIREMENTS:

*If hiring today, what would be the minimum requirements?*

**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. An understanding and interest in undergraduate curricular planning, experience with counselling and recruiting students, and familiarity with university

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systems for making program and courses changes, and familiarity with university scheduling systems is required. Demonstrated ability to take initiative, work independently and as a team member in a fast paced, challenging environment, and to multi-task, prioritize, pay attention to detail, and coordinate activities among numerous people. We are looking for someone who has a proven ability to interact tactfully and effectively with faculty, staff and students, understands confidentiality, and has superior interpersonal, organizational, and communication skills. Experience in event planning and minute taking is required. This position is located at the Health Sciences Campus in downtown Kitchener.

**Technical:** Job specific experience, computer skills

MS Word	Excel	PowerPoint	Other
Proficient	Proficient	Proficient	Quest, DCU, Learn, WCMS, ACMS, Sharepoint

### NATURE AND SCOPE:

- **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 Pharmacy 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:** Office based. Some occasional evening and weekend work required.
- This position is located at the Health Sciences Campus in downtown Kitchener.