

Job Description

Job Title:	Accreditation Assistant
Department:	Mechanical & Mechatronics Engineering, Chemical Engineering, Systems Design Engineering, Civil & Environmental Engineering, Electrical and Computer Engineering, Management Sciences
Reports To:	Position in Chemical Engineering (0.51 FTE) / Systems Design Engineering (0.49 FTE) reports to Administrative Officer, Chemical Engineering; Position in Civil & Environmental Engineering (1.0 FTE) reports to Administrative Assistant to the Chair; Position in Electrical and Computer Engineering (1.0 FTE) reports to Manager, Undergraduate Studies; Position in Mechanical & Mechatronics Engineering (0.66 FTE) / Management Sciences (0.34 FTE) reports to Administrative Officer, Mechanical & Mechatronics Engineering
Jobs Reporting:	None
Salary Grade:	USG 5
Effective Date:	April 2017

Primary Purpose

The Accreditation Assistant is responsible for providing administrative support for outcomes based assessment processes and initiatives within the Faculty of Engineering. There are four equivalent FTE administrative staff positions supporting the outcomes based framework for 13 undergraduate programs in the Faculty of Engineering. The positions will be assigned to programs and may include one or more academic units within the Faculty. Positions with responsibilities in more than one department will be assigned a home unit.

Key Accountabilities

List the major responsibilities of the job, divided into 3 to 5 broad categories. These should reflect 80 - 90% of "what" the job does not the "how". Insert a category heading and in bullet form below, state specific responsibilities.

Program level support for outcomes based assessment initiatives

- Is responsible for providing routine administrative and secretarial support for the outcomes based assessment processes at the program level. Incumbent works closely with program staff, department administration and stakeholders to support all administrative functions of outcomes based education.
- Supports the program team and Graduate Attributes Lecturer to develop, improve and document outcomes based assessment processes.
- Organizes meetings at the program level. Duties include scheduling meetings, booking rooms, preparing agendas and minute taking.
- Records and follows up on action items and recommendations arising from program level meetings.
- Provides support to faculty members for their outcomes documentation throughout the term including distributing rubrics at the beginning of each term.

Department and faculty level support for outcomes based assessment initiatives

- Attends all departmental and faculty level meetings related to outcome based assessment and accreditation activities. Incumbent acts as a resource for program administrators and takes minutes of meetings as required.
- Acts as a liaison with the Office of the Associate Dean, Co-operative Education and Professional Affairs, to facilitate and coordinate program reviews, external visits, etc. Specific duties may include but not limited to room bookings, scheduling meetings, preparation of itineraries, agendas, travel arrangements, catering, etc.

Data and document support

- Ensures meaningful data and supporting documentation is available to meet the decision-making needs of the academic units. Incumbent coordinates the collection of assessment data on a term-by-term basis and reviews reporting documents for completion, quality and compliance.
- Maintains archives at the program level and assists with data logging.
- With direction from the Graduate Attributes Lecturer and outcomes based assessment committees, incumbent analyzes data and maps results to Canadian Engineering Accreditation Board (CEAB) report requirements.
- Manages program specific resources used to collect information including sharepoint sites, databases, etc. Incumbent is responsible for data entry of accurate qualitative data used to analyze and report student learning outcomes.
- Assists with the preparation of specialized reports such as compliance, accreditation and other assessment activities including generating rubrics, performance indicators, etc.

Job Description



Support for accreditation activities

- Collects and prepares all materials required for CEAB submissions. Duties include but are not limited to preparation of Course Information Sheets, Superforms, Academic Staff Information Sheets, etc.
- Works closely with Graduate Attributes Lecturers, Associate Chairs, Undergraduate Studies, Undergraduate Advisors and Teaching Faculty on the preparation and collection of course materials, curriculum vitae, questionnaires, etc.
- Prepares materials for electronic and paper submission.

Required Qualifications

If hiring today, what would be the required education, experience, knowledge, skills and abilities?

Education

- Bachelor's degree and / or equivalent education and experience

Experience

- Extensive administrative experience in an academic environment. Knowledge of CEAB standards and reporting requirements preferred. Demonstrated experience with minute taking. Proven ability to coordinate the preparation of reports and accreditation materials including formatting large documents. Outstanding oral and written communication skills with a commitment to building excellent relationships with a variety of stakeholders. Experience working in a team environment with demonstrated ability to meet deadlines and achieve deliverables with minimal supervision. Proven problem solving skills and good judgment. Excellent organizational skills and the ability to collect and analyze data. Attention to detail with a proven ability to succeed in a dynamic and detail-oriented environment. Intermediate level knowledge of Word, Excel, PowerPoint and Quest required. Demonstrated experience formatting documents and pivot tables required. Experience with Sharepoint, database management, extracts, and web content management software desired.

Knowledge/Skills/Abilities

- Position requires intermediate level experience using Word, Excel and PowerPoint. Incumbent must have experience with formatting documents, working with databases and pivot tables. Intermediate level experience with Sharepoint and some experience with web content management software required.

Nature and Scope

- **Contacts:** The Accreditation Assistant communicates and liaises regularly with internal contacts to obtain, clarify and discuss information. Internal contacts include but are not limited to: Department Chairs, Graduate Attributes Lecturers, Administrative Officers, Associate Chairs, Undergraduate Studies, Undergraduate Advisors / Coordinators, Program / Department and Faculty level Outcomes Based Assessment and Curriculum Committees, Associate Dean, Co-operative Education and Professional Affairs, Registrar's Office, CECA. Communication with external contacts may be required to clarify information and discuss issues concerning accreditation requirements.
- **Level of Responsibility:** The position has specialized work with minimal supervision. The Accreditation Assistant receives guidance from the Graduate Attributes Lecturer and other key individuals involved with outcome based assessment initiatives and processes at the program, department and faculty level. The incumbent is required to work closely with administrative staff in other academic units with similar job function and the Office of the Associate Dean, Co-operative Education and Professional Affairs.
- **Decision-Making Authority:** Makes decisions regarding routine secretarial and administrative functions of the position.
- **Physical and Sensory Demands:** Minimal demands typical of an administrative position within an office environment
- **Working Environment:** Occasional travel may be required. Regular working hours with occasional evening and weekend work required. No significant physical or psychological risks.