

WATERLOO MATHEMATICS

Job Description Form

JOB INFORMATION			
<i>Job Title</i>	Business Manager	<i>Position ID</i>	5614
<i>Division/Department</i>	Centre for Education in Mathematics and Computing (CEMC)		
<i>Location</i>	Main Campus		
<i>Reports to Job Title</i>	Director, CEMC	<i>Reports to Position ID</i>	Faculty position
<i>Jobs Reporting (Job Titles and IDs)</i>	Event Coordinator (1320), Contest Secretary (2204), Contest Assistant (5213), Resource Administrator (5401), Information System Team Lead (4105), Information Systems Developer (5619), Project Coordinator (1630), Assistant to the Director (5408), Outreach Officer (6671)		
<i>Full-time Equivalent</i>	100%		
<i>Effective Date</i>	April 1, 2017		
<i>Grade</i>	USG 9		
PRIMARY PURPOSE			
Responsible for the strategic and day-to-day management of the CEMC:			
<ol style="list-style-type: none"> 1) Strategic program planning, direction and development as a member of the CEMC Director's Advisory Group. 2) Human resources, budgeting and financial reporting, department infrastructure (space, equipment, etc.), marketing, activities related to CEMC contests and outreach events both on and off campus. 			
KEY ACCOUNTABILITIES			
1	Strategic management of CEMC: <ul style="list-style-type: none"> • With CEMC Director, manage constant refinement of mission and vision of CEMC • With CEMC Director, manage creation of, ongoing maintenance of, and compliance to a strategic plan for the CEMC • With CEMC Director and Faculty of Math Executive Officer, work to align mission and activities of CEMC to those of the Faculty of Math 		
2	Manage all staff in the CEMC: <ul style="list-style-type: none"> • Oversee all CEMC Human Resource activities • Provide systems and processes for recruitment, evaluation, promotion, professional development and retention of staff • Manage the annual staff performance review process • Ensure career planning, coaching and training opportunities are available to all staff members • Ensure processes are in place for recruitment, evaluation and pay of temporary employees and co-op students • Review, and update as required, all position descriptions and provide advice on compensation • Responsible for all matters related to performance management of CEMC staff • Ensure all UW policies are understood by staff and followed correctly 		
3	Manage all financial activities of the CEMC: <ul style="list-style-type: none"> • Prepare budgets for all CEMC activities: operating, trust and endowment accounts (approximately \$3.9 million annually, of which roughly 50% is discretionary spending) • Develop and monitor the long-term financial plan for the CEMC • Oversee preparation of financial reports: monthly, quarterly, and annual reports for the CEMC Director's Advisory Group and Board of Directors • Ensure financial policies are understood by faculty and staff and followed correctly. 		
4	Ensure short-, medium- and long-term funding stability of CEMC: <ul style="list-style-type: none"> • Investigate possible non-corporate sources of funding for CEMC • With CEMC Director, create proposals for funding • With CEMC Director, co-author reports to external funding agencies and individuals 		
5	Oversee technical and computing management of CEMC: <ul style="list-style-type: none"> • With CEMC Information Systems Team Lead, maintain short-, medium- and long-term plans for CEMC hardware and software infrastructure • Co-lead planning for new technological solutions related to contest ordering (230K registrations annually), results generation, and results dissemination 		
6	Oversee coordination of on- and off-campus activities:		

	<ul style="list-style-type: none"> Annual contest preparation and marking events (4 per year), involving between 100 and 250 people each and impacting the creation and production of activities seen by hundreds of thousands of students and teachers annually Annual Workshops for students and Conferences for teachers (roughly twelve, involving several hundred students and teachers annually)
7	<p>Manage infrastructure of the CEMC:</p> <ul style="list-style-type: none"> Space requirements for the CEMC (in conjunction with the Office of the Dean of Math) Computing hardware and other equipment needs, purchase, repair, etc. Data retention and usage, including ensuring compliance with University policy and legal requirements
POSITION REQUIREMENTS	
<i>Education</i>	Bachelor's Degree (preferably in a STEM discipline) and post-graduate work in a business-related or STEM-related discipline; extensive experience in financial, technical and human resource management
<i>Experience</i>	<ul style="list-style-type: none"> Strategic and long-term planning Financial management, budgeting and planning General and personnel management, including conflict management Managing technical and infrastructure resources Spoken and written skills Computer technology and structure Background in mathematics, database systems, etc.
<i>Technical</i>	<ul style="list-style-type: none"> Intermediate experience with Microsoft Office Intermediate experience with database systems and computing technology Advanced personnel and department resource management Advanced financial management, planning, budgeting, reporting Advanced spoken and written communication skills
NATURE AND SCOPE	
<i>Interpersonal Contacts</i>	<p>Internal:</p> <ul style="list-style-type: none"> Deal with, influence or motivate employee(s) or group(s) of people and deal with all financial, Human Resource and other management issues. <p>External:</p> <ul style="list-style-type: none"> Deal with external groups regarding funding and policies of CEMC; interact with colleagues at other organizations. <p>Internal:</p> <ul style="list-style-type: none"> Dean of Math Office UW Finance Human Resources Procurement Plant Operations Safety Office Occupational Health <p>External</p> <ul style="list-style-type: none"> Service and product suppliers (printing, graphics, supplies, etc.) CEMC customers (schools and individuals) Outreach organizations at other universities or public/private foundations Government funding organizations (e.g., NSERC) Private funding organizations (e.g., Gates Foundation, other donors)
<i>Level of Responsibility</i>	<ul style="list-style-type: none"> The job has specialized work with minimal supervision and has direct reports reporting to it; manage the department and responsible for the work of staff in the department. The job includes responsibility for the management of casual or temporary staff and co-op students including interviewing, selection, training, etc.
<i>Decision-making Authority</i>	<ul style="list-style-type: none"> Contest and program timelines; long and short-term budget development (operating and trust accounts), budget allocation and ongoing monitoring; staffing resources, scheduling, general department oversight. Financial reporting for internal and external purposes; compose donor reports, funding proposals and other correspondence. Signing authority for printing, purchasing, all UW and external services and expense reimbursement. Infrastructure planning and development: equipment, space, furniture, etc.
<i>Physical and Sensory Demands</i>	<ul style="list-style-type: none"> Minimal demands typical of an administrative position within an office environment
<i>Working Environment</i>	<p><i>Travel</i></p> <ul style="list-style-type: none"> Occasional travel required, including international travel

	<i>Working Hours</i>	<ul style="list-style-type: none"> Regular working hours, evening work required on average 2 days/year
	<i>Risks – physical and psychological</i>	Physical risks <ul style="list-style-type: none"> Physical risks typical of those associated with an occasional business traveller Psychological risks <ul style="list-style-type: none"> Minimal exposure to disagreeable conditions typical of a supervisory position
<i>APPROVED BY</i>	Do not complete this section	<i>Title</i>
<i>USG GRADE</i>	9	