

## Job Description

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<b>Job Title:</b>	Administrative Manager
<b>Department:</b>	Spanish and Latin American Studies
<b>Reports To:</b>	Department Chair
<b>Jobs Reporting:</b>	None
<b>Salary Grade:</b>	USG 6
<b>Effective Date:</b>	July 2017

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### **Primary Purpose**

Accountable to the academic Chair or Director for human resources administration, financial oversight, the management of facilities and equipment and health and safety responsibilities required to support the teaching and research missions of the department.

The Administrative Manager provides leadership by educating all department members of relevant policies, guidelines and practices related to financial, recruitment, space, and health and safety matters. As the senior administrative staff member in the Department, the Administrative Manager provides continuity as academic leadership changes and oversees all administrative functions of the department in partnership with the Chair.

### **Key Accountabilities**

#### **Academic program delivery support and administrative management:**

- Advises Department members of schedules, deadlines, and documents to be submitted to the Chair;
- Manages confidential voting processes for selection of members to the Department's elected committees for report to the Chair;
- Provides support and assistance to new faculty and sessional instructors as required;
- Ensures the operation of the committees (such as DACA, DTTPC); serving as a resource to committees
- Manages the document submission process for certification, program proposals and surveys
- Prepares contracts for continuing faculty, temporary staff, sessional instructors and adjuncts;
- Prepares and maintains minutes and agendas for department meetings; follows up on relevant business as required;
- Manages department resources and facilities (space, equipment and furnishing purchases and maintenance, telephone maintenance);
- Establishes procedures for maintenance of departmental records, course evaluations and student advising
- Serves as a resource within the department for the interpretation of policies, guidelines and practices and provides leadership in the regular review and updating of departmental administrative policies and procedures

#### **Financial planning and management:**

- Works in partnership with the Chair to develop budget priorities and strategies and process improvements;
- Ensures funds are available to support the department's operations and oversees monthly and causal payroll, expense and travel claims;

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- Monitors appropriate use of department accounts for accuracy and consistency with UW policies;
- Completes purchase requisitions or uses the P-card as required for faculty and staff purchases;
- Provides advice and reviews all department expenses: operating, faculty professional expenses, endowment, research expenses and casual payroll prior to Chair's authorization;
- Reconciles department expenditure, including P-card, on a monthly basis;
- Liaises with the Office of Research for departmental activities; monitors expenditures and commitments on faculty research grants and projects under the framework of Research Financial Compliance;
- Participates with Executive Officer and Financial Officer in developing more efficient approaches to budget management throughout the Faculty

### **As the department's Undergraduate Coordinator:**

- Advises undergraduate students on a range of academic procedural matters; provides assistance on any non-academic matters as needed, redirecting concerns to appropriate resources on campus;
- Organizes scheduling of undergraduate courses in consultation with the Chair and Associate Chair as appropriate;
- Administers the Department's UG student awards program;
- Facilitates preparation of undergraduate course submissions and makes electronic submissions to the Undergraduate Affairs Group (UGAG);
- Serves as the department's liaison with CECA, organizing the grading of work term reports and maintaining co-op student records;
- Ensures computer grading cares are prepared, delivered, marked and returned promptly to instructors;
- Provides assistance to instructors of larger classes as required;
- Supports the departments student society as required.

### **Human Resources Administration, including but not limited to:**

- Maintains personnel files, work schedules and vacation records for faculty and staff in accordance with University policies;
- Ensures processes are in place for recruitment, evaluation and pay of temporary employees, co-op and graduate students.
- Provide supervision of a administrative support role (if applicable)

### **Faculty appointments, annual review and tenure and promotion:**

- Manages faculty recruiting procedures in partnership with the Chair and the DACA;
- Receives and processes all applications; creates candidate files and monitors file progress and completeness; acknowledges applicants, contacts referees;
- Organizes applicant interview schedules and agendas with Chair and Committee; arranges travel and accommodation plans;
- Works with the Chair to organize and prepare a draft of the UARC report;
- In consultation with the Chair, develops, distributes and collects all documents related to the annual faculty activity report process;
- Supports the department DTPC as required;
- Prepares tenure and promotion packages consistent with university requirements; works with the Chair in preparing briefs as require for DTPC review; submits formal documents to the Dean's office;

### **Communication, student engagement and community outreach/special events:**

- Oversees department wide communications including mailing lists, maintaining the website and social media platforms
- Engages with and maintains relationships with alumni for speaker invitations, alumni stories, awards and donor prospects

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- Works with the Outreach, Undergraduate and Graduate committees to initiate new events and improve upon current events, communications and recruitment strategies.
- Organizes and promotes key department events, including lecture series and colloquiums

### Required Qualifications

#### **Education**

- Completion of a college diploma required, undergraduate degree preferred, in related field such as business administration
- An equivalent combination of education and/or experience will be considered

#### **Experience**

- 1-3 years' experience in an administrative position required, administrative experience in an academic environment preferred
- Experience related to human resources administration preferred
- Demonstrated experience working with budgets including analysis, budgeting, and forecasting
- Experience with management of facilities, space and health and safety
- Experience leading through change processes

#### **Knowledge/Skills/Abilities**

- Well-developed organizational, analytical, customer service and communication skills (oral and written).
- Demonstrated discretion and respect for confidential information and processes.
- Strong interpersonal skills with the ability to interact in a positive and supportive manner.
- Aptitude for attention to detail and accuracy are essential.
- Proven capacity to multi-task and handle a high volume of work.
- Advanced skill level using Microsoft Office and Excel.
- Intermediate skill level using PowerPoint.
- Familiarity with financial management systems
- Familiarity with web management tools an asset.

### Nature and Scope

- **Contacts:** This position requires communication with a wide range of internal and external contacts to obtain, clarify and discuss information. In dealing with faculty and students, presents and discusses information and proposes solutions. The position requires sensitivity to the needs of a wide client base, including faculty, co-op and mature students, students learning online, exchange and other international students and students registered with AccessAbility Services
- **Level of Responsibility:** The position has specialized work with minimal supervision and provides guidance to others. Responsible for supervising department staff (if applicable) and works closely with the Chair and Associate Chairs. Responsible for the development and management of administrative functions of the department
- **Decision-Making Authority:** Authority for routine departmental administrative matters, including budget allocation and staffing resources to meet established objectives. Has signing authority on routine department expenses. Consults with Chair for complex and non-routine issues.
- **Physical and Sensory Demands:** Typical of an administrative position in an office environment; peak times can include many simultaneous demands.
- **Working Environment:** Travel: none. Working hours: regular hours with occasional evening work. Risks, physical and psychological: no significant risks