

Job Description



Job Title:	Administrative Manager
Department:	Office of the Dean of Engineering
Reports To:	Associate Dean, Resources and Planning
Jobs Reporting:	Co-op students, casual and temporary staff
Salary Grade:	USG 8
Effective Date:	November 2022

Primary Purpose

The Administrative Manager is responsible for administrative, logistical and project management support to the Associate Dean, Resources and Planning as it relates to Engineering Core Facilities (ECF). The incumbent is responsible for operational leadership, finance and budget, human resources administration, special projects, client support, communication, and support of core business processes. While the position reports directly to the Associate Dean, Resources and Planning, the incumbent reports indirectly to several senior roles of ECF. The Administrative Manager provides continuity to ECF during academic leadership changes.

Key Accountabilities

Administrative Management, including but not limited to:

- Manages the day-to-day administrative operation of ECF
- Creates and maintains systems and procedures to manage and monitor workflow and information into the office to support the work of ECF effectively and efficiently
- Is responsible for day-to-day management of administrative responsibilities and activities for ECF including but not limited to AVRIL, GAIA, RoboHub, Ideas Clinic, Sedra Student Design Centre, Engineering Student Machine Shop, etc.
- Provides administrative support to the Associate Dean, Resources and Planning
- Creates, organizes, and maintains administrative management tools and processes necessary to connect academic and research resources as part of ECF. Duties may include but not limited to planning meetings, preparing, and contributing to communications, training, workshops, scheduling, planning, etc.
- Administers room and vehicle booking system for SDC, including adding new members and providing assistance as needed
- Collects and processes driver applications, assists with and schedules driver training, maintains an up-to-date list of active drivers including insurance information
- Creates and maintains a schedule, books times, locations, and activities for Ideas Clinic and other ECF spaces

Financial Management, including but not limited to:

- Organizes, manages, monitors financial reporting for ECF
- Prepares high level financial reporting to the Associate Dean, Resources and Planning and contributes to and executes on decisions for budget allocations
- Responsible for consistent applications of the University's financial regulations, policies, and procedures; develops and implements internal financial controls in consultation with the Faculty Financial Officer

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- Ensures audit trails are in place for all approved financial transactions and maintains support documentation of transactions for internal and external audit queries
- Provides guidance and assistance to ECF users, core facilities senior staff, students on guidelines and university policy for submitting reimbursement claims for out-of-pocket expenditures and travel
- Assures the integrity of the core operational processes and associate data; and has signing authority (up to \$50,000) on operating work-orders
- Manages all financial tasks for all work orders associated with ECF including but not limited to the Sedra Student Design Centre (SDC), Engineering Student Machine Shop (ESMS), Rapid Prototyping Centre (RPC), FIRST Robotics and EV Challenge competitions, and Ridgidware
- Assists the SDC Director and SDC Manager in planning, budgeting for all SDC-related projects/initiatives
- Performs invoicing for sponsorship funds, budget transfers, and management of donations for student teams
- Reviews and processes out-of-pocket expenses, if required
- Assists client groups with understanding various financial reports, financial policies/procedures, financial terminology, and standard accounting practices
- Advises on budget and cost-recovery requirements related to core facilities operations
- Prepares internal lab billings ensuring compliance with internal policies, external funding agency requirements, and accounting standards
- Creates and reviews journal entry transactions, including interdepartmental billings and ensures transactions follow the University's policies on fund transfers, applicable tax rules and expense transfer approvals
- Reconciles general ledger accounts including accounts receivable, advances, etc. as assigned
- Analyzes details of budget, actual expenditures, encumbrances, and prepares variance analysis reports
- Provides guidance to others on the use of financial systems including procurement, Concur, Unit4
- Updates, maintains, and verifies information in a variety of spreadsheets and databases
- Ensures financial activities align with best practice and university policies and procedures as well as sponsor guidelines (if applicable)

Human Resources Management, including but not limited to:

- Oversees the recruitment, evaluation, payment, and termination of casual and temporary employees including research employees, and ensures processes are in place for the efficient and effective oversight, and training
- Liaises between ECF, and Human Resources on issues relating payroll, onboarding, terminations, etc.
- Serves as the first point of contact with Human Resources and ensures compliance with university policies, procedures, and employment standards
- Maintains staff records and schedules, and ensures absenteeism and vacation records are kept up to date
- Oversees and administers payroll processes for ongoing, temporary, and casual staff members, including ensuring payroll activations and terminations are processed
- Provides on-boarding and orientation for new members
- Works with the Associate Dean, Resources and Planning to prepare and administer annual budgets
- Reviews and authorizes a variety of expenses, including travel claims
- Ensures effective change management best practice through communication, consultation, expectation management, training, and development

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Special Events, Outreach, Communication, Records, including but not limited to:

- Assists with documenting procedures related to internal controls and processes
- Provides the Associate Dean, Resources and Planning, and core facilities with appropriate data, information and documentation when requested for audit or other such queries.
- Ensures compliance with unit and university policies and procedures
- Develops and monitors documents and records access, retention, and disposal
- In consultation with the Faculty Communications team, oversees communications, including mailings lists, web content and social media platforms
- Supports and assists with the planning and execution of special events
- Assists with event promotion, setup, registration and clean up
- Provides scheduling and management support for special events including but not limited to: FIRST Robotics competitions, Electric Vehicle Challenge, etc.
- Keeps informed on changes to university policies and procedures, financial administration best practices and regulations, and new technology or programs, including attending meetings and training on systems and procedures as required
- Maintains positive working relationships with on and off campus stakeholders, including but not limited to suppliers, vendors, contractors, clients, and other departments

Client Service, including but not limited to:

- Commits to positive interactions with all internal and external customers, and provides appropriate level of assistance regardless of situation or location
- Other duties or projects as assigned in support of the Associate Dean, Resources and Planning and ECF

**All employees of the University are expected to follow University and departmental health and safety policy, procedures, and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess, and correct health and safety hazards, as required.*

Required Qualifications

Education

- Bachelor's degree in business administration, communications, or related field. Equivalent combination of education and experience may be considered

Experience

- Several years' experience in leadership, financial management and human resources administration
- Proven ability to support the unique requirements of a collegial environment, with a strong focus on student experience

Knowledge/Skills/Abilities

- Possesses high level of computer literacy and willingness to learn new programs; knowledge about data analytics considered an asset
- Demonstrated ability to work effectively and discreetly with confidential and sensitive information
- Possesses strong client service focus and sensitivity to diversity
- Exceptional organization skills with the proven ability to work on multiple projects simultaneously with competing demands and strict deadlines

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- Proven ability to work collaboratively with senior leadership, colleagues, students, and campus partners
- Demonstrated sound judgement, tact, discretion, and professional integrity
- Exemplary interpersonal and communication skills
- Strong attention to detail, ability to work independently, take initiative and anticipate future needs and potential issues
- Proven problem-solving abilities, conflict management skills
- Advanced knowledge of Microsoft Office including Outlook, Word, Excel, and PowerPoint, WCMS required. Experience working with MS Power BI, SharePoint, mailing lists, databases desired

Nature and Scope

- **Contacts:** Internally, this position interacts with the Associate Dean, Resources and Planning, Dean of Engineering, Director, Sedra Student Design Centre, Manager, Sedra Student Design Centre, Ideas Clinic, AVRIL, GAIA, RoboHub, Faculty Executive Officer, Faculty Administrative Officer, Faculty Financial Officer, unit heads, and principal investigators, staff in the Engineering Machine Shop and Engineering Student Machine Shop, research personnel, Safety Office, Plant Operations, Human Resources, Finance, and various other academic services units. Ability to develop and maintain excellent working relationships to create a positive and productive environment is critical. Externally, this position interacts with service providers, vendors, contractors, etc.
- **Level of Responsibility:** The position has specialized work with minimal supervision and provides guidance to others. The incumbent may provide oversight of casual or temporary staff.
- **Decision-Making Authority:** Works independently, setting own work plan to ensure all financial, human resources and administrative tasks are completed in a timely manner. The incumbent identifies and resolves issues independently or in consultation with the Associate Dean, Resources and Planning or senior staff in the Dean of Engineering Office.
- **Physical and Sensory Demands:** Minimal demands typical of an administrative position within an academic unit.
- **Working Environment:** This role involves dealing with a variety of tasks, frequent interruptions and adjustment of priorities and conflicting deadlines. Responds to time-sensitive situations with pressure to identify solutions quickly. Regular working hours. May require some evening or weekend hours as needed.