

Job Description

Job Title:	Undergraduate Program Advisor
Department:	Biology
Reports To:	Administrative Officer
Jobs Reporting:	None
Salary Grade:	USG 6
Effective Date:	May 2018

Primary Purpose

The Undergraduate Program Advisor is responsible for assisting with day-to-day administration of the undergraduate program in the Department of Biology within University of Waterloo policies and procedures under the guidance of the Undergraduate Program Manager. The Undergraduate Program Advisor is responsible for academic undergraduate student advising, academic program support, coordinating the Cooperative Education program and coordinating the BIOL 499 Senior Honours Thesis Project. This position is accountable to the Administrative Officer, Undergraduate Program Manager and the Associate Chair for Undergraduate Studies.

Key Accountabilities

Student Support:

- Academic Advising
 - Provide confidential advice to students regarding their individual course and program/plan selections during the academic cycle (class enrolment, plan modification and academic progression)
 - Full signing authority to move students into the Biology (Regular or Coop) and Biomedical Sciences programs, Medical Physiology minor and Biology minors
 - Authorize course overrides and enroll students in courses in Quest
 - Advise students on degree requirements and strategy for completion of requirements
 - Advise students on resolving problems with course schedules
 - Advise students on appeals and preparing an academic petition/grievance
- Personal Support
 - Provide 'first contact' confidential direction to student resources (e.g. Counselling Services, Cooperative Education and Career Action, and AccessAbility Services)
 - Attend applicable workshops and training sessions

Undergraduate Academic Program Support:

- Assist with academic progression reports and approval of eligibility for graduation for Biology, Biology Joint, Biology minor and Biomedical Sciences, in consultation with the Undergraduate Program Manager
- Answer routine questions about courses and term offerings
- Consult with the Undergraduate Program Manager for complex or non-standard items
- Coordinate submission of all biology undergraduate grades to the Registrar's office
- Administer undergraduate course evaluations

Co-operative Education Program Support:

- Coordinate Department of Biology Co-op program including collection of work term reports and manage a complex database for reports

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- Coordinate distribution of reports to faculty members for marking, in consultation with the Faculty Co-op Coordinator
- Coordinate report follow-up with faculty members, report resubmission process and grade submission to Cooperative Education
- Facilitate Co-op student sequence changes
- Liaise regularly with Associate Dean of Co-op regarding updates to Co-op procedures
- Bring forward co-op report marking irregularities to Undergraduate Associate Chair
- Liaise with co-op coordinators from other units in the Faculty of Science

Biology 499 Senior Honours Project Support:

- Coordinate the BIOL 499 Senior Honours Project application process and approvals for course entry
- Coordinate report submission and presentation process
- Maintain all marked components for the BIOL 499 students including project proposal, colloquium presentations, final report and lab component
- Coordinate marks for the two-term project course (BIOL 499A, BIOL 499B)
- Oversee the BIOL 499 Colloquium Day including colloquium booklets, schedule of speakers and refreshments
- Revise and update Senior Honours Project information on the Biology website

Other Duties:

- Maintain student records/files for second year and higher (academic progression reports, academic petitions, letters of permission requests, illness forms, etc.)
- Assist Faculty Field Course Coordinator with organization of Biology field course programs including disseminate information to UWaterloo field course students, collect field course registrations forms, notify students about field course decisions, ensure proper petition for enrolment eligibility and enroll students in approved courses
- Representative for the Department of Biology at University student functions such as Campus Day, U@Waterloo Day and the University Fair in Toronto
- Other duties as assigned

**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

- Completion of a College Diploma required, Bachelor's degree preferably in Science or equivalent education and/or work experience.

Experience

- Two plus (2+) years of administrative experience, preferably in an academic environment.

Knowledge/Skills/Abilities

- Demonstrated organizational skills with the ability to prioritize and complete a high volume of work accurately and with superior attention to detail.
- Capacity to handle confidential information is essential.
- Strong interpersonal and communication (oral and written) skills
- Knowledge of University policies and procedures pertaining to undergraduate studies is preferred. Previous experience with student advising is an asset.
- Intermediate knowledge of Word, Excel, Outlook, Quest and SharePoint

Nature and Scope

- **Contacts:** Includes Administrative Officer, Undergraduate Program Manager, Department Chair, Associate Chair Undergraduate Studies, Faculty of Science Undergraduate Office, Academic Advisors for the Department of Biology and Faculty of Science, Centre for Extended Learning, Co-operative Education, Faculty Co-op Coordinator, Counselling Services
- **Level of Responsibility:** This position has defined duties and responsibilities and works with minimal supervision within the policies and procedures of the University. This position provides academic advice to undergraduate students.
- **Decision-Making Authority:** Makes independent decisions with respect to student advising. Brings non-standard advising and other issues to the attention of the Undergraduate Program Manager. Has signing authority for approval of academic program changes, course changes and recommendations to graduate.
- **Physical and Sensory Demands:** Demands are typical of an administrative position that functions within office and meeting environments. Exposure to a fast-paced service oriented environment with multiple on-going deadlines, changing priorities, constant interruptions, and large volumes at various times (normally January, May, and September) throughout the year.
- **Working Environment:** Office environment with low exposure to disagreeable conditions. Minimal exposure to disagreeable conditions typical of an academic advisor and one where it is necessary to convey negative or unwelcome information to students. Interactions with people who are upset, angry or people who have mental health conditions.