

Job Description

Job Title:	Administrative Coordinator
Department:	Professional Development Program (WatPD)
Reports To:	Director, WatPD
Jobs Reporting:	None
Salary Grade:	USG 7
Effective Date:	June 2018

Primary Purpose

This position is responsible for providing comprehensive administrative support to the WatPD team including student registration, tracking and advising. This position is also responsible for the coordination of human and physical resources for the department.

Key Accountabilities

Responsible for the scheduling of WatPD courses and for student enrolment and progression tracking

- Updates and confirms accuracy of course offering schedule
- Ensures accurate enrolment of students in their PD courses; manages exceptions and special cases
- Administers student progression reports, escalating as necessary
- Reviews graduating student reports to ensure completion of WatPD requirements
- Advises students, academic advisors, and Associate Deans regarding WatPD registration and progression policies.

Ensures the accurate maintenance of WatPD records

- Manages the official record and provides support for the Engineering Curriculum Committee and for CEAB accreditation
- Maintains meeting minutes, process documentation and departmental history according to established guidelines
- Maintains human resources records
- Maintains WatPD databases regarding student progression and tracking
- Coordinates and monitors official records for the department.
- Updates WatPD website and promotional materials as necessary

Advises stakeholders as to WatPD requirements and policies. Primary contact for external inquiries. Provides guidance to

- Students
- Staff (Registrar's Office, CECA, Academic Advisors, WatPD)
- Faculty and Associate Deans
- Co-op Employers

Administers financial records for the department

- Submits payroll for casual markers/grad students
- Coordinates hiring of all co-op students and contract staff
- Reconciles financial reports at month end
- Monitors program specific spending within all accounts ere

Manages physical resources of the department

- Monitors supplies, office equipment, and promotional resources

Job Description



- Responsible for procurement of supplies and office equipment
- Manages keys, security codes, and other secure department asset.

Required Qualifications

Education

- Undergraduate degree or equivalent experience and education.

Experience

- 1-2 years administrative experience in a university setting, ideally in an academic support unit or student service department
- Experience with WCMS or other content management system is an asset
- Experience using financial management software is preferred

Knowledge/Skills/Abilities

- Competencies will include superior time management and organizational skills; attention to detail; strong interpersonal skills; flexible team player.

Nature and Scope

- **Contacts:** Internally, communicates with all employees in many diverse groups and departments and at many levels to present, discuss information and problems, often related to highly sensitive matters. Externally, communicates with employers and vendors to obtain, clarify, and discuss information.
- **Level of Responsibility:** This job has specialized work with minimal supervision and provides guidance to others.
- **Decision-Making Authority:** Responsible for timing and execution of all duties; problem solving within established processes;
- **Physical and Sensory Demands:** Minimal demands typical of an administrative position operating within an office environment. Requires exertion of physical or sensory effort resulting in slight fatigue, strain, or risk of injury.
- **Working Environment:** Minimal exposure to disagreeable conditions. Some deprivation caused by constant interruptions. Lack of control over work pace due to irregular and/or high volumes beyond one's control.