

## Job Description

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<b>Job Title:</b>	Business Manager
<b>Department:</b>	Mathematics Business and Accounting
<b>Reports To:</b>	Director, Mathematics Business and Accounting
<b>Jobs Reporting:</b>	4935 Assistant Coordinator
<b>Salary Grade:</b>	USG 9
<b>Effective Date:</b>	September 1, 2017

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### **Primary Purpose**

The position is the senior administrative staff position in the Unit and provides continuity as academic leadership changes. The position is responsible for human resources administration, financial oversight, business development, and other administrative functions required to support the teaching, training, learning, and research missions of the Unit. The position is also responsible for providing undergraduate advising to the Math Business students.

### **Key Accountabilities**

*List the major responsibilities of the job, divided into 3 to 5 broad categories. These should reflect 80 - 90% of "what" the job does not the "how". Insert a category heading and in bullet form below, state specific responsibilities.*

#### **1. External partnerships, events, and accreditation**

- Work closely with provincial and national professional associations in order to build and strengthen contacts and to continue to be sensitive and knowledgeable of provincial needs, challenges and successes within the profession and education in mathematics business and accounting
- Research and recommend applications for accreditations with professional associations; submit applications and monitor as required
- Recommend necessary program changes to meet accreditation standards
- Conduct research and development of proposals for projects tailored to the specific interests of corporations, foundations, and associates to secure industrial grants through the National Research Council of Canada
- Explore field project opportunities and identify and develop projects that are suitable for project course requirements
- Contributes to the development and implementation of marketing and employer recruitment by providing direction and advice to Cooperative Education and Career Action
- Create and develop relationships with employers, industry officials and other stakeholders to promote program awareness
- Organize and coordinate the unit's presence at events related to activities for outreach and recruitment purposes
- Assist in responding to inquiries from industry, not-for-profit and government sector
- Coordinate stakeholder engagement through organizing campus visits, guest lectures, and attendance

#### **2. Advising and Scheduling**

- Provide academic communication, counseling, and advisement for academic (course selection, understanding degree requirements, course equivalencies, co-op requirements, goal development and

action plans, program additions/changes, study strategies), personal (overcoming challenges, confidential counseling and referrals, individual and group coaching), and career advising

- Stay abreast of changes or planned changes that could impact students, and seek opportunities for change
- Manage course enrollment including the scheduling process for cross-institutional programs with Wilfrid Laurier
- Research, recommend, and design programming to inform and educate students in the areas of professional credentialing, experiential learning, and career pathway planning
- Develop and support delivery of instructional material related to key employment skills, such as communication skills, project management, and professionalism
- Provide point of contact with students for student engagement, student success initiatives, volunteer recruitment/training/management

### **3. Analytic and Financial Oversight**

- Provide statistical analysis and tracking of student performance, academic progress, co-op statistics, graduate data
- Provide analytic support required for accreditations and program reviews.
- Oversee and manage the annual budgets, drafting annual reports to external parties, and make recommendations to the Director regarding resource allocation
- Prepare multi-year projections of the Department's financial position of all funds, identifying concerns and proposing solutions
- Manage cross-institutional tuition arrangements with Wilfrid Laurier
- Ensure that all operating, trust, endowment and research accounts are soundly managed including monthly reconciliation of accounts
- Coordinate the setup of financial structures to ensure activity is properly managed through its duration
- Identify and develop relationships with potential funding partners
- Develop funding proposals in support of strategic development, working with the Development team
- Review and advising on agreements and memoranda of understanding for relationships with the Department

### **4. Administrative Leadership**

- Advise the Director on day-to-day operations, as well as on matters of a confidential nature
- Ensuring the effective and efficient operation of the unit's operations, including undergraduate studies; finances; and resource allocation
- Provide leadership on projects involving human resource, financial, and space planning
- Establishing procedures for maintenance of student records, administration of course evaluations and student advising
- Managing the data-collection and document-creation processes for program reviews, and similar activities
- Oversee the recruitment, evaluation, promotion, professional development, and retention processes of all staff within the unit
- Providing the Director with necessary staffing and systems support for the recruitment, evaluation, promotion, and retention of faculty
- Administering the salary increase process for faculty and staff in the unit

- Ensuring processes are in place for recruitment, evaluation and pay of temporary employees, co-op students, and graduate TAs.

### **5. Communications and Planning**

- Implement, evaluate, and report on the annual plans for the unit
- Coordinate the implementation of a strategic communications plan to raise awareness and educate on the concepts, goals and activities associated with the programs
- Support the development and implementation of communications and outreach strategy, including social media strategy
- Create proposals for funding/fund raising to external agencies
- Author reports to internal UW departments (e.g., Senate, Dean of Math, etc.)
- Author reports to external funding agencies and individuals

### **Required Qualifications**

*If hiring today, what would be the required education, experience, knowledge, skills and abilities?*

#### **Education**

University undergraduate degree in a discipline related to business administration or finance required. Some additional background in Mathematics preferred. Master's degree preferred.

#### **Experience**

- Postsecondary school experience in business, finance or a career centre required
- Knowledge of business/finance/accounting job market required.
- Experience in business relationship development required.
- Experience in developing extracurricular programs for undergraduate students preferred
- Strong analytical and reporting skills required
- Experience in communications and ability to direct communications efforts required
- Proven leadership skills, including constructive relationships with individuals, organizations, institutions and professionals.
- Exceptional verbal and written communication ability required.

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

Advanced experience with Microsoft Excel including features such as databases, pivot tables and macros, intermediate experience with Outlook Express, basic experience with Sharepoint and web content management software.

### **Nature and Scope**

- **Contacts:** Internal Contacts: Works with the following individuals/departments to discuss information and problems, and to collaborate and ultimately reach agreement: Director and Program Directors within the Unit Senior staff in the Dean's office, including the Executive Officer and the Faculty Financial Officer Faculty Advancement Office Faculty Communications Office Co-operative Education and Career Action

## Job Description



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Human Resources staff Plant Operations staff Finance External Contacts: Works with the following external agencies to discuss information and problems. Professional associations Other Universities Research and Industry partners Provincial and Federal Government agencies Contractors and suppliers

- **Level of Responsibility:** The job is a Department-wide function that has a specialized function and has direct reports. The responsibility includes providing mentoring and leadership to other senior staff members within the Department (in the technical and instructional areas), especially as it relates to strategic planning and human resource functions.
- **Decision-Making Authority:** Makes independent decisions on the deployment of administrative resources in the Department, including financial and human resources and space and equipment. Provides Director with decision support on the allocation of financial and human resources and Department space and equipment to support the teaching and research missions of the Department and meet the objectives of the Department's strategic plan.
- **Physical and Sensory Demands:** Minimal demands typical of an administrative position within an office environment.
- **Working Environment:** Travel: None  
Working Hours: Regular working hours, some evening/weekend work required.  
Physical and Psychological: Minimal exposure to disagreeable conditions typical of a supervisory position