

## Job Description

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<b>Job Title:</b>	Administrative & Faculty Exchange Coordinator
<b>Department:</b>	Dean of Environment
<b>Reports To:</b>	Reports directly to the Executive Officer Reports functionally to: Associate Dean Strategic Initiatives Associate Dean Undergraduate Studies
<b>Jobs Reporting:</b>	N/A
<b>Salary Grade:</b>	USG 5
<b>Effective Date:</b>	January 2018

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### **Primary Purpose**

The role provides administrative support to the Executive Officer, the Associate Deans of Strategic Initiatives, and the Associate Dean of Undergraduate Studies. This position is responsible for providing assistance and advice on student exchange opportunities and has responsibility for the coordination and production of undergraduate celebratory awards.

### **Key Accountabilities**

#### **Provides comprehensive administrative support to the Executive Officer including but not limited to:**

- Providing support for the maintenance of documentation of Dean's Office files in accordance with the WatCLASS and records retention schedule;
- Providing back-up to the Faculty Services Manager & Executive Assistant in managing the Dean's calendar with respect to meetings, visits, events and travel;
- Providing back-up to the Office and Facilities Coordinator by covering the reception area as required, issuing of keys permits and fobs, approving room bookings, and triage of general inquiries;
- Providing support for space planning including, reporting and maintaining of University space database;
- Supporting space allocation of the Research and Graduate Space Cluster model and associated database.

#### **Supports undergraduate activities and administration including but not limited to:**

- Faculty contact for the Global Learning Team in the Student Success Office for exchange programs and procedures;
- Member of the International Exchange Committee;
- Guiding Environment students through the exchange program application process and the Waterloo Passport system;
- Maintaining exchange program files and databases (e.g., students, partner universities) and relevant web pages;
- Assisting incoming exchange students with course selection and enrolment approval processes;
- Assisting outgoing exchange students with approvals, course equivalencies, letters of recommendation and transcript review;
- Organizing the annual Valedictorian process; booking venues, responding to inquiries, managing the application processes, notification to Office of the Registrar.
- Coordination and production of Dean's Honour's List certificates, Co-op, President's Scholarship of Distinction and Alumni Gold Medal Awards.

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**Supports strategic communications and routine processes as they relate to portfolios of the Associate Dean of Strategic Initiatives including but not limited to:**

- Coordination of meetings, circulation of relevant materials, securing meeting rooms/equipment, and other logistics;
- Providing project and administrative support as it relates to the development of strategic initiatives.

**Supports the planning, promotion and execution of Faculty-wide events including but not limited to:**

- New Faculty and Staff Recognition
- Dean's Lecture Series
- Entrepreneurship Initiatives
- Co-op Award Presentations
- Plans and executes additional events sponsored by the Associate Deans;
- Organizes event logistics: coordinates venue bookings, speakers and vendors to ensure catering, parking and appropriate furnishings/equipment are available for the event;
- Prepares facilities prior to the event and ensures facilities are returned to their normal state following the event.

*\*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**

- Post-secondary degree or diploma and administrative experience required or equivalent education and/or experience.

**Experience**

- 2-3 years of administrative experience, including event planning and front line service
- 1-2 years of student advising experience
- 1-2 years web content management experience
- Familiarity with University policies and procedures relating to student programs
- Proven ability to balance conflicting demands and prioritize tasks effectively
- Experience with student international travel desirable
- Experience with UW software considered an asset
- Experience with writing and sending mass emails

**Knowledge/Skills/Abilities**

- High understanding of confidentiality and the importance of data integrity
- Ability to communicate with varied audiences and build strong working relationships
- Excellent oral and written communication skills
- Demonstrated initiative
- Sound judgment, tact and diplomacy
- Able to work both collaboratively as well as with little supervision to undertake a range of administrative duties
- MS Word: intermediate
- Excel: intermediate
- PowerPoint: average
- Web content management software: average, experience with SharePoint

### **Nature and Scope**

- **Contacts:** This position requires regular interactions with staff, faculty and students within the Faculty and across campus as well as visitors and dignitaries. The position works most closely with the Dean's Office Staff, Environment Undergraduate Student Success Team, Environment Undergraduate Advisors, and will have regular communication with colleagues in the Registrar's Office.
- **Level of Responsibility:** The position has defined specialized or routine tasks and receives specific guidance, but operates with minimal supervision
- **Decision-Making Authority:** The incumbent works independently setting his/her own work plan to ensure all administrative tasks and undergraduate academic deadlines are completed in a timely manner and according to priorities set by the Executive Officer and the Associate Deans.
- **Physical and Sensory Demands:** Minimal
- **Working Environment:** Occasional nights and weekend work required