

Job Description

Job Title:	Functional User and Accreditation Coordinator
Department:	Chemical Engineering
Reports To:	Administrative Officer
Jobs Reporting:	None
Salary Grade:	USG 6
Effective Date:	August 2020

Primary Purpose

The Functional User and Accreditation Coordinator is responsible for providing administrative and IT support for outcomes based assessment and accreditation activities; initiatives to support the Chemical Engineering department and Nanotechnology program's continual improvement and performance enhancement; student learning outcome improvements; and course scheduling.

Key Accountabilities

Data Collection, Management, Analysis and Reporting

- In partnership with the Graduate Attributes Lecturer (GAL) and Associate Chair Undergraduate Studies, establishes benchmarks and tools to measure performance against accreditation standards.
- Implements a variety of assessments, including graduating student surveys, beginning of term and end of term surveys, etc., and analyzes and reports results.
- Develops and applies tracking methodologies and systems to ensure accreditation compliance.
- Contributes to creation of accountability processes and accreditation activities.
- Supports the program team and GAL to develop, improve and document outcomes based assessment processes.
- Analyzes data and maps results to Canadian Engineering Accreditation Board (CEAB) report requirements.
- Manages program specific resources used to collect information, including SharePoint sites, databases, etc. Incumbent is responsible for entry of accurate qualitative data used to analyze and report student learning outcomes.
- Creates and implements software tools to collect course outlines, samples and final exams for accreditation from Faculty.
- Researches and produces meaningful data and supporting documentation to meet the decision-making needs of the academic units. Incumbent coordinates the collection of assessment data on a term-by-term basis and reviews reporting documents for completion, quality and compliance.
- Maintains archives at the program level and assists with data logging.
- Creates and implements improved academic and administrative processes for undergraduate, graduate and administration units within the department.
- Independently keeps abreast of the latest in reporting software and tools as to efficiently translate data requirements into usable reports.
- Develops and implements software tools for payroll, teaching assistant (TA) allocation, scheduling and other departmental needs.
- Develops and implements electronic feedback forms for departments.

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Administrative Operations

- Collaborates with faculty, program and Faculty leadership and undergraduate staff to help the Graduate Attributes Lecturer (GAL) evaluate and document program-level outcomes and assessments.
- Monitors, collects and prepares materials required for CEAB submissions. Duties include but are not limited to preparation of Course Information Sheets, SuperForms, Academic Staff Information Sheets, etc.
- Works closely with Graduate Attributes Lecturers; Associate Chairs, Undergraduate Studies; Undergraduate Advisors; and Teaching Faculty on the preparation and collection of course materials, questionnaires, etc.
- Prepares materials for electronic and paper submission.
- Provides administrative support for the outcomes based assessment processes at the program level. Incumbent works closely with program staff, department administration and stakeholders to support all administrative functions of outcomes based education.
- Attends all departmental and faculty level meetings related to outcome based assessment and accreditation activities. Incumbent acts as a resource for program administrators and takes minutes of meetings as required.
- Acts as a liaison with the Office of the Associate Dean, Co-operative Education and Professional Affairs, to facilitate and coordinate program reviews, external visits, etc.
- Coordinates administrative activity for the program such as arranging meeting logistics, agenda preparation and minute taking. Records and follows up on action items and recommendations arising from program level meetings.
- Supports faculty members to facilitate their outcomes documentation collection throughout the term, including distributing rubrics at the beginning of each term. Above green
- Manages co-op student for special projects. Provide examples TA program, MASc seminars
- Participates in department vision planning along with Chair, Associate Chairs and

Academic Operations

- Schedules undergraduate and graduate CHE courses.
- Schedules and monitors proctors for final exams.
- Schedules graduate and undergraduate course exams.
- Responsible to be back up for both UG and Grad Coordinators.
- Monitors and assists accelerated students by signing overrides for undergrads wishing to take graduate courses.
- Coordinates undergraduate and graduate CHE course evaluation process.
- Provides statistical reporting and general advice for senior departmental administrators and relevant committees regarding undergraduate/graduate information in the department.

**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 and / or equivalent education and experience

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Experience

- 3+ years of administrative experience in an academic environment.
- Incumbent must have demonstrated experience with formatting documents, working with databases and pivot tables.
- Intermediate level experience with SharePoint, database management, extracts and some experience with web content management software required.
- Position requires intermediate level experience using Microsoft Office software.

Knowledge/Skills/Abilities

- Knowledge of CEAB standards and reporting requirements is preferred.
- Position requires intermediate level experience with student information system, Quest is preferred
- Demonstrated experience with minute taking.
- Proven ability to coordinate the preparation of reports and accreditation materials, including formatting large documents.
- Outstanding oral and written communication skills, with a commitment to building excellent relationships with a variety of stakeholders.
- Experience working in a team environment, with demonstrated ability to meet deadlines and achieve deliverables with minimal supervision.
- Proven problem solving skills and good judgment. Excellent organizational skills and the ability to collect and analyze data.
- Attention to detail with a proven ability to succeed in a dynamic and detail-oriented

Nature and Scope

- **Contacts:** The Coordinator communicates and liaises regularly with internal contacts to obtain, clarify and discuss information. Internal contacts include but are not limited to Department Chairs, Graduate Attributes Lecturers, Administrative Officers, Associate Chairs, Graduate Studies, Graduate Studies Advisor/Coordinators, Graduate and Undergraduate Students, Undergraduate Studies, Undergraduate Advisors / Coordinators, Program / Department and Faculty level Outcomes Based Assessment and Curriculum Committees, Associate Dean, Co-operative Education and Professional Affairs, Registrar's Office and CECA. Communication with external contacts may be required to clarify information and discuss issues concerning accreditation requirements.
- **Level of Responsibility:** The position has specialized work with minimal supervision. The Coordinator receives guidance from the Graduate Attributes Lecturer and other key individuals involved with outcome based assessment initiatives and processes at the program, department and Faculty level. The incumbent is required to work closely with administrative staff in other academic units with similar job function and the Office of the Associate Dean, Co-operative Education and Professional Affairs.
- **Decision-Making Authority:** Makes decisions regarding routine secretarial and administrative functions of the position.
- **Physical and Sensory Demands:** Minimal demands typical of an administrative position within an office environment
- **Working Environment:** Occasional travel may be required. Regular working hours with occasional evening and weekend work required. No significant physical or psychological risks.