

**Nipissing University**  
**POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Coordinator, Office of Arts and Science
<b>DEPARTMENT:</b>	Faculty of Arts and Science
<b>CLASSIFICATION:</b>	Coordinator C
<b>WAGE GRADE:</b>	70
<b>EMPLOYMENT DEFINITION (STATUS):</b>	Full-time Support Staff
<b>SUPERVISOR:</b>	Office Administrator, Arts and Science

**SUMMARY OF FUNCTIONS:**

Reporting to the Administrator, Arts & Science, the Coordinator will assist with the overall business operations of the Faculty of Arts and Science. This role is responsible for assisting with the budgetary functions related to Arts and Science operations. The Coordinator is required to assist in generating detailed financial tracking and monitoring expenditures. The Coordinator will be required to liaise with UTS, FASS, Finance, Payroll and Graduate Studies and Research regarding budgetary matters.

This role will coordinate and accurately track requests regarding teaching assistants, laboratory and studio purchasing, CASBU contracts, as well as honoraria payments. The Coordinator maintains oversight of the Arts and Science Community Engagement Learner Program, working closely with faculty to assist with program offerings to be made available to community members. This role is also responsible for the coordination of the Arts and Science Work Integrated Learning program.

**DUTIES AND RESPONSIBILITIES:**

**Budget (30%)**

- Provide a tracking of teaching laboratory and studio purchasing, ensuring sound financial management related to consumables and equipment (maintenance, rental, and purchasing); liaising with Health and Safety regarding health and safety inspections
- Work in collaboration with Lab Techs and Departmental Chairs regarding the tracking of purchases of lab supplies
- Responsible for the tracking of budgetary requests as submitted by Chairs
- Track Individualized/Directed study requests for budget purposes ensuring incurred costs are correct, as well as ensuring stipends are paid out
- Liaise with Finance and Purchasing in order to prepare online requisitions for Arts and Science purchases; required detailed understanding of Nipissing University Finance and Purchasing policies
- Monitor and analyze software purchasing and utilization within Arts and Science
- Track all expenditures related to travel/field courses; liaise with Finance regarding approvals, insurance, and student consent requirements
- Liaise with CASBU faculty regarding any CASBU PD submissions; facilitating pcard request and registration of ROMEO account; tracking spending of the CASBU PD line
- Track travel support requests submitted by Chairs on behalf of a CASBU member; ensure compliance and accuracy of travel support as per the CASBU collective agreement; comprehensive understanding of the CASBU collective agreement

**Program Support****(30%)**

- Work closely with faculty to oversee the Community Engagement Learner Program; liaising with Faculty Administrative Support Services, generating ePly links for registration, information to registrants regarding access and timelines, as well as relevant information from faculty members; monitoring enrollments; oversight of account creation requests; posting relevant information to social media platforms and the Arts and Science webpage; tracking program revenue/spending; implement efficiencies in regard to the offering and tracking of this program
- Liaise with Chairs regarding request submission for teaching assistants; monitoring and tracking teaching assistant approvals; liaising with HR providing hiring approval; attaching teaching assistants to courses in Ellucian
- Coordinate the approval of departmental requests from Chairs and faculty regarding honoraria payments for guest speakers; monitor requested funds to ensure accuracy and compliance with established financial policy regarding remuneration per the Nipissing University Honoraria Policy; maintain detailed financial tracking of all spending related to honoraria payments ensuring financial accuracy of available funds
- Attend the Arts and Science Executive Committee meetings (recording minutes), as well as the Faculty of Arts and Science Faculty Council Committee meetings (recording minutes)
- Track all departmental requests for CASBU faculty

**Work Integrated Learning****30%**

- Support Chairs in facilitating experiential learning opportunities, both onsite and virtually
- Coordinate internships and placements for course UNIV 3006; tracking student participants' application and placement; facilitating a smooth onboarding transition for placement and internships
- Communicate with external stakeholders regarding the Art and Science experiential learning program and opportunities
- Perform the social media/website functions related to the promotion of work integrated learning opportunities

**Other****(10%)**

- Generating reports in Informer
- Data entry in Ellucian
- Performing general office support as required

**Any other duties as assigned****QUALIFICATIONS:**

**Education:** University degree in Business Administration, or related degree

*Training and/or experience may be substituted for formal academic training*

**Training, Experience, Knowledge & Skills Required:**

- A minimum of three years of progressive administrative experience in an educational or administrative setting
- Experience overseeing online requisition submissions pertaining to departmental and faculty purchasing; tracking purchase orders and performing financial tracking functions; understanding of Nipissing University Finance and Purchasing Policy
- Relevant experience using Microsoft Office Suite, database management and other relevant software programs
- Excellent communication, public speaking, and interpersonal skills

- Ability to maintain confidentiality as this role is privy to sensitive institutional data
- Adaptability in responding to continuously changing priorities
- High level of tact and diplomacy
- Ability to determine and organize tasks in order to meet varying deadlines
- Enthusiastic, self-motivated, proactive individual with strong work ethic
- Excellent problem solving, time management and organizational skills
- Research and analytical skills
- Conflict resolution skills
- Ability to work independently with minimal supervision
- Knowledge of university system and issues surrounding post-secondary education in Ontario

#### **RELATIONSHIPS/CONTACTS:**

**Supervised by:** Office Administrator, Arts and Science

**Internal Contacts:** Faculty, staff, and students

**External Contacts:**

- External consultants
- Government agencies/ministries
- External committee members
- Nipissing University Faculty Association

#### **MATERIALS UTILIZED:**

- Standard office equipment
- Confidential faculty records
- Confidential budgets and financial information
- Policy and Procedures Manual, Budgets Internal Administrative Policies
- Ellucian Colleague, Informer
- Collective Agreements (FASBU, CASBU)

#### **PHYSICAL/MENTAL DEMANDS & WORKING CONDITIONS:**

- Considerable visual and mental concentration
- Sitting, standing and walking
- Regular interruptions
- Occasional overtime will be required

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**I have read my job description and it has been reviewed with my supervisor. I understand what my duties and functions are, and I will carry out all of my responsibilities as herein described.**

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Employee Name (please print)

Employee

Date

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**Approvals**

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Supervisor

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Date

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Human Resources

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Date