

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

<b>POSITION TITLE:</b>	Manager, Education and Professional Studies
<b>DEPARTMENT:</b>	Office of the Dean of Education and Professional Studies
<b>SALARY LEVEL:</b>	SL 6
<b>EMPLOYMENT DEFINITION:</b>	Full-time Administration
<b>SUPERVISOR:</b>	Dean of Education and Professional Studies

**SUMMARY OF FUNCTIONS:**

Reporting to the Dean of Education and Professional Studies, the Manager, Education and Professional Studies will work collaboratively with the Dean on a full-range of highly confidential and sometimes sensitive duties, which includes overseeing and managing the day-to-day operational aspects within the Office of the Dean, the Schulich School of Education, School of Physical and Health Education, and the School of Social Work. The Manager provides advice and assistance with respect to a diverse and complex range of activities spanning administrative and financial functions, program management, budget, recruitment, managing the ongoing coordination of workload, issuing contracts and program planning responsibilities.

The Manager is an essential resource in managing staff across departments as well as supporting administrative and academic objectives by contributing to the development of priorities, processes, and policies. Duties and responsibilities are in relation to administration of the following programs: Bachelor of Education, Consecutive and Concurrent, In-Service Education, Bachelor of Physical and Health Education, Bachelor of Social Work, Master of Education, Master of Science in Kinesiology, PhD in Educational Sustainability, as well as the Indigenous Education programs: Indigenous Teacher Education Program, Indigenous Classroom Assistant Diploma program, and the Teacher of Indigenous Language as a Second Language Program.

**DUTIES & RESPONSIBILITIES:**

**OFFICE MANAGEMENT AND PROGRAM ADMINISTRATION**

**(60%)**

- Manage the day-to-day operational activities of the Faculty of Education and Professional Studies Dean's Office and provide administrative leadership on a broad range of highly confidential and sensitive matters
- Supervise, provide leadership, and motivate staff within the Schulich School of Education, School of Physical and Health Education and School of Social Work programs, including the Secretary to the Dean
- Compose various reports and correspondence for Dean's signature
- Collaborate with Human Resources to develop Director letters and faculty appointment letters
- Act as a committee member/resource on various Faculty of Education and Professional Studies committees (e.g. Academic Regulations and Curriculum Committee, Student Awards Committee, EPS Executive, etc)
- Act as a committee member on appropriate committees within the University
- Ensure accurate hard copy and electronic records for Faculty Council agendas, minutes and attendance
- Manage faculty appointment information in the data management system, including course releases, sabbaticals, directorships, etc. for accurate workload reporting
- Assist Dean in developing an appropriate salary package for new hires based on credentials presented
- Monitor the faculty selection process which includes tracking for tenure and promotion and sabbaticals
- Liaise with the Office of the Provost and Vice-President regarding vacancies on Senate and Senate committees for all Education and Professional Studies representation
- Organize elections for faculty Senators, and vacancies on Senate committees and subcommittees

- Manage staffing requirements and the hiring and selection process of support staff and administrative positions including preparation of position proposals, job descriptions, interview questions, and sitting on interview panels
- Review and approve student family status accommodation requests
- Ensure compliance with Collective Agreements and all University policies
- Advise the Dean, Directors and Chairs on all matters relating to the CASBU and FASBU agreements, and the Dean about OPSEU agreement and Full-Time Administrative Staff guidelines
- Budget for part-time faculty requirements to adequately staff course offerings for all programs
- Assist and advise the Dean in assigning faculty workload
- Maintain, monitor and report on faculty workload assignments
- Oversee and monitor course masters for all undergraduate and graduate programs as it pertains to enrolment, course cancellations, additions, considering workload and budget implications
- Collaborate with the Office of the Registrar in the development of the timetable
- Act as a liaison with faculty regarding scheduling conflicts, inconsistencies, accommodations etc.
- Develop the BEd program schedule in consultation with the Practice Teaching Office
- Monitor processing of grades (final, changes and INC) according to deadlines
- Facilitate communication to Faculty on various items: annual reports, course syllabi, grades, Student Opinion Surveys, sabbaticals, workload and Tenure and Promotion
- Serve as subject matter expert to the Dean through research and interpretation of University policies regarding student petitions, appeals, academic regulations, requirements and procedures
- Provide academic advising to both current and prospective Bachelor of Education students
- Prepare reports for Academic Planning regarding faculty recruitment needs, sabbaticals, and retirements
- Research, advise and assist in the development of the Faculty's submission for accreditation reviews (e.g. College of Teachers, Canadian Association for Social Work Education, etc.)
- Research, advise and assist in the preparation of Nipissing's IQAP program submissions
- Ensure accuracy for all programs in the Academic Calendar

#### **BUDGET MANAGEMENT**

**(25%)**

- Lead the budgeting process for the Schulich School of Education, School of Physical and Health Education, and School of Social Work budgets
- Monitor and control all budgets, cost out alternative budget proposals and request budget transfers when necessary
- Review and approve expense claims and purchase orders up to \$2500 for operating funds and Professional Expenses Reimbursement (PER) accounts
- Monitor and track CASBU funding approved for part-time instructors
- Investigate any discrepancies in the EPS accounts to ensure any errors are corrected on a timely basis and request transfers as needed
- Advise faculty and staff on finance policies, ensuring compliance
- Approve purchasing card requests for faculty and staff

#### **CONTRACT MANAGEMENT**

**(15%)**

- Manage all part-time faculty contracts within the Schulich School of Education, School of Physical and Health Education and the School of Social Work ensuring accuracy and abiding by collective agreement requirements
- Oversee contract procedures for course development and revisions for online/blended learning and ensure that deliverables are met on time and within budget
- Oversee In-Service Instructor contracts
- Create and request new employee accounts for part-time faculty
- Serve as a subject matter expert in assessing course master as it relates to part-time faculty needs
- Manage RFR status records

Any other duties as assigned by supervisor.

## **QUALIFICATIONS:**

**Education:** Bachelor's degree in administrative studies or closely related discipline.

*Training and/or experience may be substituted for formal academic training at the discretion of the University*

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

- Five years of experience in an educational setting with relevant administrative and supervisory experience
- Experience with budgets and preparing funding proposals
- Ability to prepare and implement strategic plans, as appropriate, within an academic setting
- Ability to work in a team environment as well as independently
- Advanced skills in word processing, database and other relevant software programs
- Excellent verbal and written communication skills
- Ability to maintain confidentiality
- Managerial skills, including conflict resolution skills
- Superior interpersonal and organizational skills
- Ability to work with a wide variety of people, including faculty, staff, students, and supporters
- Supervisory skills which includes knowledge of supervision theory and practice
- Knowledge of university system
- Knowledge of issues surrounding education in Ontario
- Problem solving skills
- Public speaking skills
- Knowledge of accounting and business practices
- Knowledge of budgets and budget planning
- Strong record-keeping skills
- Adaptable to changing systems and conditions
- Excellent time management skills

## **RELATIONSHIPS/CONTACTS:**

**Supervised by:** Dean of Education and Professional Studies

### **Supervises:**

- Secretary to the Dean
- In-Service Clerks (2)
- Field Education Manager, School of Social Work
- Practicum Officer, Bachelor of Education
- Physical and Health Education Placement Officer
- Student Employees (when required)

**Internal Contacts:** Students/faculty/staff

### **External Contacts:**

- Other University Administration/Faculty
- Ministry of Colleges and Universities
- Ontario College of Teachers
- Canadian Association for Social Work Education
- Ontario Secondary School Teachers' Federation

- Qualifications Evaluation Council of Ontario
- Elementary Teachers Federation of Ontario
- Prospective Students

**MATERIALS UTILIZED:**

- Computer workstation including various software applications
- General office equipment
- Policy and Procedures Manuals
- Collective Agreements
- Senate By-laws
- Faculty Council Constitution
- Budgets

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

- Considerable visual and mental concentration
- Sitting, standing and walking
- Frequent interruptions
- Minimal travel, once or twice a year

---

**I have read my position 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.**

---

Employee Name (please print)

---

Employee Signature

---

Date

.....

**Approvals**

---

Supervisor

---

Date

---

Human Resources

---

Date