

Nipissing University
POSITION DESCRIPTION

POSITION TITLE:	Manager, Education & Professional Studies
DEPARTMENT:	Faculty of Education & Professional Studies
SALARY LEVEL:	SL 6
EMPLOYMENT DEFINITION (STATUS):	Full-time Administration
SUPERVISOR:	Dean of Applied and Professional Studies
DATE LAST REVISED:	February 9, 2023

SUMMARY OF FUNCTIONS:

Reporting to the Dean of Education & Professional Studies, the Manager will work collaboratively with the Dean on a broad range of highly confidential and sometimes sensitive duties, which includes overseeing and managing the daily operations of the Education & Professional Studies office. The Manager provides advice and assistance on a diverse and complex range of activities spanning administrative and financial functions, program management, budgeting, recruitment, and the ongoing coordination of workload, contracts, and planning responsibilities.

The Manager serves as an essential resource in supporting staff across departments and academic support operations, contributing to the development of ongoing priorities, processes, and department-specific objectives. The role also includes developing and implementing support for instructors, staff, and students, whether they are located on the main campus or at a physical distance. Primary areas of focus include the School of Business (on campus, College Partnership, and Distance), School of Nursing (Collaborative, Blended, and Scholar Practitioner Program), and School of Criminal Justice.

DUTIES AND RESPONSIBILITIES:

Office Management and Program Administration (55%)

- Manage the daily operations of the Faculty of Education & Professional Studies Office and provide administrative leadership on a broad range of highly confidential and sensitive matters to ensure efficiency and cost savings
- Manage faculty appointment information in the data management system, including course releases, sabbaticals, directorships, etc. for accurate workload reporting
- Manage relationships with Directors and Chairs and externally with the public regarding on-going initiatives within the Faculty of EPS
- Manage the course planning process within each department in collaboration with the Director/Chair
- Working with the Directors and Chairs of EPS, oversee the planning of program course offerings and ensuring adequate staff are in place
- Oversee and monitor course masters for all undergraduate programs as it pertains to enrolment, course cancellations, additions, considering workload and budget implications
- Supervise, assess and direct all office personnel within the Faculty of EPS and related departments
Responsible for the recruitment and selection of those positions reporting directly to this position Assist the Dean in developing an appropriate salary package for new hires based on credentials and experience as presented in CV's and interviews
- Work collaboratively with faculty and University level departments to ensure objectives are being met for academic calendar, program and accreditation reviews
- Assist staff in developing appropriate strategies to provide support for all EPS faculty and students
- Maintain, monitor and report on faculty workload assignment

- Advise and compose response letters to inquiries, appeals and plagiarism cases for the Dean's signature
- Advocate on behalf of students and serve as a liaison between faculty/administration and students
- Work closely with internal departments to assist students in resolving academic, administrative and personal issues as needed
- 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, procedures and the various collective agreements
- Liaise with external agencies
- Ensure compliance with the Collective agreements and all University policies
- Ensure accuracy for all programs in the Academic Calendar
- Ensure compliance with Collective Agreements and all University policies
- Research, advise and assist in the development of the Faculty's submission for accreditation and Program reviews (e.g. CASN, CNO, CPA, etc.)
- Research, advise and assist in the preparation of Nipissing's IQAP program submissions

Financial

(25%)

- Manage and monitor EPS office, School of Business (on campus, College Partnership and Distance), School of Nursing (Collaborative, Blended and Scholar Practitioner Program) and School of Criminal Justice budgets and assist with/prepare funding proposals, as needed
- Approve and process expense claims and purchase orders up to \$2,500 for operating funds, professional Expense Reimbursement (PER) accounts and CASBU professional development fund
- Prepare annual and interim reports for programs, as needed
- Lead the planning process for EPS budgets
- Advise Dean of cost implications of budget proposals
- Research, price and recommend alternative budget proposals
- Ensure that budget procedures are understood and adhered to
- Investigate any discrepancies in the EPS accounts to ensure any errors are corrected in a timely manner and request transfers as needed
- Monitor and control all budgets
- Cost out all alternative budget proposals and request budget transfers as needed
- Advise Faculty and Staff on Finance policies and ensure they are followed
- Approve purchasing card requests for faculty and staff

Contract Management

(20%)

- Manage all part-time contracts with EPS departments, School of Business (on campus, College Partnership and Distance), School of Nursing (Collaborative, Blended and Scholar Practitioner Program) and School of Criminal Justice
- Prepare contracts for part-time faculty
- Oversee contract procedures for content development for online/blended learning and ensure that deliverables are met on time and within budget
- Oversee Clinical Instructor contracts
- Create and request new accounts for CASBU members
- Oversee and monitor course master as it relates to the many stages
- Manage RFR status records
- Revise contracts

Any other duties as assigned

QUALIFICATIONS:

Education: University 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:

- A minimum of three 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
- Knowledge of word processing, database and other relevant software programs
- Knowledge of university system
- Knowledge of accounting and business practices
- Knowledge of issues surrounding post-secondary education in Ontario
- Knowledge of budgets and budget planning
- Direct experience in management or related field
- Ability to maintain confidentiality
- Tact and diplomacy
- Facilitation and conflict resolution skills
- Enthusiastic, highly motivated individual with strong work ethic
- Proactive
- Budget management skills
- Excellent verbal and written communication skills
- Supervisory skills which includes knowledge of supervision theory and practice
- Excellent interpersonal and organizational skills
- Strong record-keeping skills
- Problem solving skills
- Adaptable to changing systems and conditions
- Public speaking skills
- Excellent time management skills
- Research skills

RELATIONSHIPS/CONTACTS:

Supervised by: Dean of Education and Professional Studies

Workers supervised:

- Program Manager – BComm (Online and College Partnership Program)
- Program Manager, School of Nursing
- Program Manager, RPN to BScN Program
- School of Business Coordinator

Internal Contacts: Faculty, staff and students

External Contacts:

- Other University Administration/Faculty
- Canadian Association of School of Nursing (CASN)
- College of Nurses of Ontario (CNO)
- Chartered Professional Accountants Canada (CPA)
- External consultants
- Government agencies
- External committee members
- Job applicants/interviewees
- Ministry of Colleges and Universities
- Contact North
- Prospective students
- Alumni
- General public

MATERIALS UTILIZED:

- Computer, printer, phone, photocopier, fax,
- Policy and Procedures Manual
- Budgets
- Collective Agreements
- Senate policies and procedures
- Tenure and Promotion Procedures

PHYSICAL/MENTAL DEMANDS & WORKING CONDITIONS:

- Considerable visual and mental concentration
- Sitting, standing and walking
- Comfortable office with separate work station
- Frequent interruptions

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.

Employee Name (please print)

Employee

Date

Approvals

Supervisor

Date

Human Resources

Date