

Nipissing University
JOB DESCRIPTION

JOB TITLE:	Faculty of Education and Professional Studies Coordinator
DEPARTMENT:	Faculty of Education and Professional Studies
CLASSIFICATION:	Coordinator A
WAGE GRADE:	WG 50
EMPLOYMENT DEFINITION (STATUS):	Full-time Support
SUPERVISOR:	Manager, Education and Professional Studies
DATE LAST REVISED:	September 2026

SUMMARY OF FUNCTIONS:

Reporting to the Manager, Education and Professional Studies, the Faculty of Education and Professional Studies Coordinator provides secretarial, records, communications, and frontline support for the Dean's Office and the broader Faculty. The coordinator supports the Dean, Managers, Faculty committees, academic units, and Faculty initiatives through information coordination, confidential records management, deadline and deliverable tracking, preparation and distribution of materials, and liaison with internal and external contacts.

The role provides coordination, documentation, and follow-up support for Faculty-level academic, governance, employment, financial, and office processes in accordance with applicable University processes, collective agreements, policies, and deadlines. These include annual reports, tenure and promotion, course syllabi, final grade submission follow-up, Faculty Council, EPS Executive, ARCC, Senate elections, FASBU- and CASBU-related records, p-card and expense-documentation intake, and special projects.

DUTIES AND RESPONSIBILITIES:

Office Coordination

(70%)

- Provide comprehensive secretarial and frontline support to the Dean's Office, Managers and the Faculty of Education and Professional Studies, including drafting correspondence, coordinating meetings, responding to inquiries, making referrals, and providing information on programs, policies, procedures, and timelines
- Liaise with internal and external contacts to support information sharing, issue follow-up, and coordinated Faculty operations
- Recommend and help implement improvements to Dean's Office procedures and work practices in collaboration with Faculty staff and central service areas
- Support timely final grade submission through deadline monitoring, reminders, and follow-up
- Coordinate the Faculty-wide annual report process, maintain confidential records, and prepare draft Dean's responses as directed
- Maintain confidential Dean's Office records, including FASBU and CASBU files and records
- Process Sabbatical and Research Intensive Workload applications, maintain related records, and prepare and distribute the Dean's responses as directed
- Maintain Faculty course syllabi, coordinate submission follow-up, and respond to current and former students' requests

- Maintain confidential Dean's Office records, including FASBU and CASBU files, in accordance with access and retention requirements
- Coordinate tenure and promotion documentation, timelines, communications, and follow-up, including confidential dossiers and external referee requirements
- Monitor the Dean's Office email account, respond to or refer inquiries, and prioritize appointment requests and communications on behalf of the Dean and Managers
- Coordinate meetings, agendas, minutes, and follow-up for Faculty committees and governance bodies, including EPS Executive, Faculty Council, and ARCC
- Coordinate communications, records, and timelines for Faculty-level elections, including Senate elections
- Review EPS faculty p-card reconciliations and expense submissions for completeness, follow up on missing information, and submit documentation to the appropriate Manager
- Coordinate Schulich School of Education certification reporting to the Ontario College of Teachers, including data submissions, student support, and liaison on reporting and system issues
- Assist with maintaining EPS websites, faculty mailing lists, and directories
- Support Managers with hiring processes for CASBU and contractual instructors
- Coordinate new part-time faculty and employee accounts with Human Resources and UTS, including initial access assistance, referrals, and follow-up
- Support the coordination, documentation, and follow-up of special projects and Faculty initiatives
- Receive and check p-card reconciliations and expense documentation for completeness, follow up on missing information, and forward to the appropriate Manager for review and approval

SUPPORT TO THE DEAN

(30%)

- Support the Dean's daily activities through information gathering and follow-up on Faculty priorities, flagging urgent or sensitive matters
- Coordinate the Dean's calendar and appointments, including meeting materials and follow-up
- Coordinate meeting, event, and candidate-visit logistics for the Dean's Office, including facilities, technology, catering, and participant travel and accommodation
- Prepare and maintain correspondence, reports, office tools, and other documents supporting Faculty processes and committee work
- Coordinate the Dean's travel, background materials, and follow-up, ensuring approvals and documentation are complete

Any other duties as assigned.

QUALIFICATIONS:

Education: Two-year Office Administration diploma or equivalent combination of education, training, and experience. *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' progressively responsible experience providing executive, senior administrative, or Dean's Office-level support in a complex office environment
- Experience in a post-secondary setting, including an academic unit, Faculty, school, or professional program, would be an asset
- Strong computer skills, including Microsoft Word, Excel, PowerPoint, Outlook, Teams, SharePoint or equivalent collaboration tools, student or administrative information systems, document management systems, email distribution lists, and workflow or tracking tools
- Excellent organizational and time management skills, including prioritizing concurrent demands and deadlines

- Excellent interpersonal skills
- Excellent problem-solving skills
- Excellent written and verbal communication skills
- Ability to work independently and to take initiative
- Ability to assess situations and determine appropriate actions using sound judgment, tact, and diplomacy
- Sound judgment and decision-making skills, exercised with tact and diplomacy
- Knowledge of academic governance, policies, records practices, committee processes, and faculty-level procedures in a post-secondary setting
- Working knowledge of FASBU and CASBU Collective Agreements and related faculty employment processes, including tenure and promotion, academic employment records, and confidential faculty matters
- Excellent editing and proofreading skills
- Demonstrated ability to handle confidential and sensitive information with discretion, accuracy, professionalism, and sound judgment
- Ability to coordinate committees, records, and communications across academic units while managing concurrent deadlines, maintaining accuracy, and ensuring continuity of service

RELATIONSHIPS/CONTACTS

Supervised by: Manager, Education and Professional Studies

Internal: Staff, Students and Faculty

External:

- Vendors and service providers
- Educational institutions, external partners, agencies, government and regulatory bodies
- Visitors, prospective students, and members of the public

MATERIALS UTILIZED:

- Nipissing University policies and procedures
- Senate by-laws
- Academic Regulations
- Faculty governance documents
- Collective agreements
- Tenure and Promotion Procedures
- Academic calendars, records-retention practices, administrative information systems,
- Microsoft 365 applications, workflow and tracking tools, and
- General office equipment

PHYSICAL/MENTAL DEMANDS & WORKING CONDITIONS

- Work involves sitting, standing, and walking
- A high degree of visual attention and mental concentration are required during minute-taking
- Work under pressure to meet deadlines
- Listening and mental attentiveness when responding to inquiries and requests from students, faculty, members of the public, and the Dean
- Separate workstation
- High traffic flow in area

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

Date

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Approvals

Supervisor

Date

Human Resources

Date