

Nipissing University
POSITION DESCRIPTION

POSITION TITLE:	Office Administrator, Arts and Science
DEPARTMENT:	Faculty of Arts and Science
SALARY LEVEL:	SL 4
EMPLOYMENT DEFINITION (STATUS):	Full-time Administration - Contract
SUPERVISOR:	Dean, Faculty of Arts and Science

SUMMARY OF FUNCTIONS:

Reporting to the Dean of Arts and Science, the Office Administrator will assist the Dean with a full-range of duties, which includes overseeing and managing the daily operations and systems of the Office of the Dean of Arts and Science. The Office Administrator will assist with developing, implementing and managing support for instructors, staff, students, the Dean and the Associate Dean. Other duties will include office and program management, budget management, leading the ongoing coordination of workload and planning responsibilities. The position also includes coordination of academic and program based activities.

DUTIES AND RESPONSIBILITIES:

Office Administration/Supervision (25%)

- Oversee, manage, and provide administrative leadership to the daily operation of the Faculty of Arts and Science office
- Supervise and provide direction to all office and technical employees within the Faculty of Arts and Science
- Provide leadership to staff in developing appropriate strategies in providing support for all Arts and Science faculty and students, the Dean and the Associate Dean
- Act as liaison internally with Chairs and Coordinators, and externally with the public regarding on-going initiatives within the Faculty of Arts and Science
- Act as a committee member/resource on various faculty committees and staff hiring committees, as needed

Faculty Support and Program Administration (25%)

- Working with the Chairs and Program Coordinators, oversee the planning of program course offerings and ensure adequate staff are in place
- Work with Chairs and Program Coordinators in a variety of activities (e.g. undergraduate research conference, information session for students etc.)
- Oversee course-loading sheets for all undergraduate and graduate programs
- Oversee course waitlists, the course master (enrollments and make recommendations to the Dean in terms of opening of new sections for labs, courses, course cancellations, workload, part-time contracts; individualized studies and faculty overload

- Oversee the Spring/Summer course offerings
- Provide assistance to the Dean and Associate Dean through research and interpretation of University policies regarding student petitions, appeals, academic regulations, requirements and procedures
- Ensure compliance with Collective agreements and all University policies
- Liaise with prospective new faculty appointees, which includes the provision of information on Nipissing University and programs
- Assist in the preparation of reports regarding the recruitment needs of the Faculty of Arts and Science
- Assist the Dean in assigning and tracking faculty workload
- Collaborate with the Office of the Registrar in the development of the timetable
- Draft the Faculty of Arts and Science component of the Academic Calendar through a review of the minutes of Senate, Undergraduate and Graduate Curriculum, and Admissions, Petitions and Promotions committees
- Research, advise, and assist in the development of the Faculty's submission for program reviews

Budget Administration

(20%)

- Monitor Arts and Science budgets and assist with/prepare funding proposals, and budgets, as needed
- Prepare annual and interim reports for programs, as needed
- Cost out budget proposals which includes modeling and advise Dean of the cost implications of budget proposals
- Verify and process expense claims and purchase orders ensuring proper general ledger accounts are used and budget restrictions are noted
- Investigate any discrepancies in the Arts and Science accounts to ensure any errors are corrected on a timely basis
- Responsible for tracking and maintaining faculty Professional Expenses Reimbursement (PER) and Chairs allowance entitlements including preparing an annual listing of PER balance carry forward amounts as part of the year-end reconciliation process
- Respond to faculty questions regarding PER balances and entitlement amounts
- Responsible for maintaining accurate accounting for the Department Chairs selecting a reimbursable allowance to facilitate the transitions of Chairs within the same department and assist with the carry-forward

Contract Management

(20%)

- Manage all part-time contracts with the Faculty of Arts and Science
- Oversee online/blended delivery contracts
- Oversee contract procedures for content development for online/blended learning and ensure that deliverables are met on time and within budget
- Serve as a subject matter expert in assessing course master and upholding tracking RFR guidelines

Academic Services and Research Administration

(10%)

- Review and approve academic and research purchase requisitions ensuring the purchases are appropriately authorized and coded and to ensure they comply with Ministry guidelines and the University's Policies and Procedures

- Ensure sufficient budget funds are available and proper processes are followed for academic and research purchases
- Prepare Faculty workload summary report at the beginning of the school year. Adjusts discrepancies and send to the appropriate Dean's office for dissemination to faculty
- Compile data and prepare the overload report in September and January for submission to Payroll for processing
- Compile data and prepare the Full Course Equivalent (FCE) report to determine the percentage of courses taught by full-time and part-time faculty
- With the assistance of the Director, Institutional Planning and Research, develop the Full Course Equivalents (FCE) report outlining all courses taught by program and by faculty for dissemination to all Deans

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 working with budgets and preparing funding proposals
- Relevant experience using Microsoft Office Suite, Informer, Ellucian, database management and other relevant software programs
- Excellent communication, public speaking and interpersonal skills
- Ability to maintain confidentiality
- High level of tact and diplomacy
- Enthusiastic, self-motivated, proactive individual with strong work ethic
- Relevant budget management and strong record-keeping skills
- Excellent problem solving, time management and organizational skills
- Conflict management skills
- Knowledge of university system and issues surrounding post-secondary education in Ontario
- Knowledge of accounting and business practices

RELATIONSHIPS/CONTACTS:

Supervised by: Dean, Faculty of Arts and Science

Supervises:

- Secretary, Office of Dean Arts & Science
- Secretary, Dean of Arts & Science
- Fine Performing Arts Coordinator
- First Year Foundations Coordinator
- Geomatics Lab Technologist
- Chemistry/Biology Technologist

- Central Analytical Facility Technologist
- Laboratory Technician
- Neuroscience Lab Technologist
- Learning Systems Technologists

Internal contacts:

- Faculty, staff and students

External Contacts:

- External consultants
- Government agencies/ministries
- External committee members
- Applicants/interviewees
- Prospective students, alumni, general public

MATERIALS UTILIZED:

- Standard office equipment
- Policy and Procedures Manual, Budgets
- Collective Agreements
- Senate By-laws
- Faculty Council Constitution

PHYSICAL/MENTAL DEMANDS & WORKING CONDITIONS:

- Considerable visual and mental concentration
- Sitting, standing and walking
- Comfortable office with separate work station
- Frequent interruptions
- Occasional overtime will be required

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

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Approvals

Supervisor

Date

Director, Human Resources

Date