

Nipissing University
JOB DESCRIPTION

JOB TITLE:	School of Business Coordinator
DEPARTMENT:	School of Business, Faculty of Education and Professional Studies
CLASSIFICATION:	Coordinator A
WAGE GRADE:	50
EMPLOYMENT DEFINITION (STATUS):	Full Time Support (contract)
SUPERVISOR:	Office Administrator, Education and Professional Studies

SUMMARY OF FUNCTIONS:

Reporting to the Office Administrator, the School of Business Coordinator acts as first contact for on-site business programs and provides on-going administrative support to the School of Business. The incumbent works with students (past, present, future), on-site faculty, outside organizations (such as CPA, HRP, CMA), local businesses, and other various departments within Nipissing University. Day-to-day supervision and direction are provided by the Director, and the duties include providing support to the Director in all business matters, liaison and project coordination, and managing the iLEAD and Co-op programs. The incumbent may be required to work some evening and weekend hours, as well as, travel for recruitment initiatives and meet with representatives of external organizations.

DUTIES AND RESPONSIBILITIES:

iLEAD Program

(20%)

- Coordinate the implementation and maintenance of the iLEAD program
- Promote the iLEAD program to students, employers, and community members
- Advertise iLEAD opportunities (field placements, expeditions) to students through email and social media
- Develop and deliver iLEAD program information sessions for students
- Communicate with employers and members of internal departments about hosting iLEAD field placements
- Meet with students who are interested in taking iLEAD courses
- Coordinate the iLEAD application process; receive and review iLEAD applications, forward applications to the Director for approval, respond to students and let them know of the outcome of their application, explain to students how to register for the course in WebAdvisor (if approved)
- Develop and maintain the iLEAD application form, as well as, promotional and informational materials

Cooperative Education Program

(30%)

- Participate in the planning, development, and administration of the Co-op program
- Promote the Co-op program to students, employers, and community members
- Act as the point of contact for prospective and participating employers and students
- Develop and deliver Co-op program information sessions for students
- Coordinate the Co-op student application process
- Develop and maintain the Co-op application form, as well as, promotional and informational materials
- Research and identify potential employer partners in industry, government agencies, and institutions
- Conduct site visits and secure placements with potential employers
- Work with faculty and the Director to evaluate the effectiveness of the Co-op program delivery and ability to meet academic and industry requirements

On-Site Project Activity Development and Support**(30%)**

- Coordinate School of Business events and high school liaison initiatives including the Welcome Back Huddle, A Future in Business, Business Leadership Awards, Stock Market Simulation Game, and the Nipissing Business Challenge
- Assist with the implementation of various School of Business initiatives including the School of Business Mentorship Program, Job Ready Program, and Stockfish Family Start-Up Competition
- Assist with Institutional Quality Assurance Process (IQAP) review
- Provide support for the documentation and articulation of the School's research and publications
- Coordinate and manage the activities in, and access to the Sparrow Experiential Learning Centre

Liaison, Marketing, & Promotion**(15%)**

- Respond to current and prospective student inquiries regarding on-campus program offerings
- Liaise with various professional bodies to organize campus visits and information sessions for current students
- Liaise with OBEA and DECA to coordinate the University's participation in their events
- Communicate with the School's student clubs (NUBC) and provide them with department support
- Represent and deliver information sessions at the Ontario Universities' Fair, New Student Orientation, Fall and March Open House
- Maintain School of Business website content that appeals to prospective students by planning content and implementing changes
- Maintain the School of Business email accounts and social media sites (i.e. Facebook, Twitter, LinkedIn)
- Develop and implement promotional material
- Generate and procure brochures and informational materials
- Organize and schedule promotional and publicity activities
- Promote various events and information session to students on campus

Departmental Support**(5%)**

- Maintain records and files for the department and various Business programs
- Prepare correspondence and draft announcements on behalf of the School of Business
- Maintain a database of teaching assistant hour allocation
- Assist in graduation planning for off-site students and volunteer at on-site business convocation

Any other duties as assigned**QUALIFICATIONS:**

EDUCATION: An undergraduate degree in Business, preferably from Nipissing University

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

Training, Experience, Knowledge & Skills Required:

- Minimum two years of relevant experience, academic environment is preferred.
- Knowledge of Nipissing University (including high level of knowledge about the School of Business)
- Highly organized and able to meet deadlines
- Ability to work independently and manage multiple priorities
- Presentation skills
- Proactive, ability to work with minimal supervision
- Keen attention to detail
- Excellent interpersonal skills

- Strong communication skills
- Ability to respect confidentiality
- Ability to multi-task
- Knowledge of website management
- Knowledge of Datatel, Informer & WebAdvisor
- Excellent working knowledge of MS Suite: Word, Excel, PowerPoint

RELATIONSHIPS/CONTACTS:

Supervised by: Office Administrator, Education & Professional Studies

Internal Contacts: Students, Faculty, Staff

External Contacts:

- College Administration, College Bookstores
- High School Teachers
- Chartered Professional Accountants of Ontario (CPA)
- Human Resources Professional Association (HRPA)
- Canadian Marketing Association (CMA)
- Employers
- Ontario Business Educator's Association (OBEA)
- DECA Ontario

MATERIALS UTILIZED:

- Microsoft Office Suite
- E-mail, Internet, Computer
- General office equipment (telephone, fax, copier etc.)
- Datatel, Informer, WebAdvisor, Academic Calendar

PHYSICAL/MENTAL DEMANDS & WORKING CONDITIONS:

- Light to moderate demands - sitting, standing and walking
- Visual and mental concentration
- Pleasant surroundings
- Open office
- Interruptions/Distractions
- Occasional travel required, including overnight

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

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Approvals

Supervisor

Date

Director, Human Resources

Date