

## **Nipissing University**

### **JOB DESCRIPTION**

<b>POSITION TITLE:</b>	Room Booking & Admissions Coordinator
<b>DEPARTMENT:</b>	Office of the Registrar
<b>CLASSIFICATION:</b>	Coordinator A
<b>WAGE GRADE:</b>	WG 50
<b>EMPLOYMENT DEFINITION (STATUS):</b>	Full-Time Support Staff
<b>SUPERVISOR:</b>	Associate Registrar, Retention & Student Success

#### **SUMMARY:**

Reporting to the Associate Registrar, Retention & Student Success, the Room Booking & Admissions Coordinator plays a vital role in coordinating and streamlining the University's classroom booking processes, supporting both daily and long-term academic scheduling needs. This includes coordinating classroom requests, room allocations, and facilitating communication related to course schedule changes and cancellations. The position requires close collaboration with the Associate Registrar and Facilities, addressing space planning challenges, and maintaining an up-to-date inventory of classroom configurations, seating capacities, and available resources.

In addition, the Coordinator liaises with Facility Services and audio video (AV) support teams to resolve room-specific issues and ensure a seamless experience for students, faculty, and other stakeholders. The role includes generating weekly room booking reports and conducting annual room audits to support data-driven planning. The position also supports the Admissions team by receiving, organizing, and processing application data, ensuring accurate electronic records and contributing to an efficient admissions process.

#### **DUTIES & RESPONSIBILITIES:**

##### **Classroom Booking Coordination**

**(70%)**

- Coordinate and facilitate classroom booking requests for the University
- Coordinate room allocations and communication for course cancellations, additions and room changes
- Create and maintain an inventory of all available classroom space, including number of seats, room configurations, equipment available and restrictions (e.g., classroom space shared)
- Prepare classroom space reports identifying needs and challenges for future course planning purposes
- Work closely with the Associate Registrar and Facilities on space planning needs and challenges
- Advise students, instructors, and other community partners of any changes to course schedules or locations
- Serve as a primary contact and information source and provide advice and assistance regarding external, internal examination and room booking services
- Coordinate ad hoc room bookings and coordinate room change requests and room complaints in regard to physical resources, emergency classroom closures
- Liaise with Facility Services and UTS to resolve AV equipment or other room specific issues
- Provide weekly report of on campus room bookings for the University
- Perform annual room audits

## **Admissions & Other Administrative Responsibilities**

**(30%)**

- Receive and acknowledge daily Ontario Universities Application Centre (OUAC) applications, Electronic Data interchange (EDI) transmissions and supporting documentation
- Decipher and accurately enter application data to create electronic records
- Create and organize application files, acknowledgement letters and labels
- Assist with maintaining a system for tracking and organizing complete and incomplete applications using Ellucian Colleague
- Support examination invigilation, proctor training and room booking and set up
- Monitors, directs and responds to inquiries from various e-mail accounts (exams, transcript and graduation)
- Provide back up support in transcript processing & inquiries
- Provide general guidance to students

**Other duties as assigned.**

## **QUALIFICATIONS:**

**Education:** Three-year post-secondary education from a recognized college or university

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

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

- One to three years of relevant work experience, preferably in an academic environment
- Experience using MS Office Suite (Word, Excel), Datatel
- Experience using Infosilem Enterprise software is an asset
- Solid problem solving skills
- Ability to prioritize, multi-task and meet changing priorities and multiple demands/deadlines
- Self starter with strong initiative
- Strong organizational, prioritization and interpersonal skills
- Excellent communication and interpersonal skills
- Sound judgement with the ability to demonstrate tact and diplomacy
- Ability to deal with difficult people/situations
- Ability to work with minimal supervision

## **POSITION/CONTACTS:**

**Supervised by:** Associate Registrar, Retention & Student Success

**Internal Contacts:** Students, Staff, and Faculty

## **External Contacts:**

- General Public
- NUSU
- Current and prospective students,
- External exam clients,
- Institutions/organizations,
- Universities & Colleges

**MATERIALS UTILIZED:**

- MS Office Suite (Word, Excel), standard office equipment
- Datatel, Web Advisor, Infosilem Enterprise Scheduler
- Academic Calendar and other relevant University publications

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

- Some visual, mental and audio concentration
- Sitting, standing, walking, pulling and carrying
- Open office environment
- Frequent interruptions
- Occasional extended/varied hours (during exam periods) may be required

---

**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 Signature

---

Date

---

Human Resources

---

Date