

Job Description

Job Title:	Administrative Manager
Department:	Classical Studies
Reports To:	Department Chair/Director of School
Jobs Reporting:	Undergraduate and Graduate Coordinator and Advisor, as applicable
Salary Grade:	USG 7
Effective Date:	May 2023

Primary Purpose

Accountable to the academic Chair or Director for human resources administration, financial oversight, the management of facilities and equipment and health and safety responsibilities required to support the teaching and research missions of the department.

The Administrative Manager provides leadership by educating all department members of relevant policies, guidelines and practices related to financial, recruitment, space, and health and safety matters. As the senior administrative staff member in the Department, the Administrative Manager provides continuity as academic leadership changes and oversees all administrative functions of the department in partnership with the Chair. The position is responsible for providing effective administrative support to the Associate Chair(s). In some departments, this role also includes the Undergraduate and Graduate Coordinator and Advisor.

This is a common job description used across multiple departments within the Faculty of Arts. In some cases, the Administrative Manager may also serve as the Graduate Program Coordinator and Advisor as outlined below.

Key Accountabilities

Academic program delivery support and administrative management:

- Advises Department members of schedules, deadlines, and documents to be submitted to the Chair.
- Manages confidential voting processes for selection of members to the Department's elected committees.
- Provides support and assistance to new faculty and sessional instructors as required.
- Serves as a resource to departmental committees and provides administrative support as needed to ensure successful operation.
- Manages the document submission process for certification, program proposals and surveys.
- In consultation with the Chair and Associate Chairs, assists with the development of the teaching schedule and timetable.
- Prepares contracts for continuing faculty, temporary staff, sessional instructors and adjuncts.
- Prepares agendas for department meetings; follows up on relevant business as required.
- Manages department resources and facilities (space, equipment and furnishing purchases and maintenance).
- Oversees administrative, financial and resource support for the undergraduate and graduate programs, as applicable.
- Establishes procedures for maintenance of departmental records, course evaluations and student advising.

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- Serves as a resource within the department for the interpretation of UW policies, Faculty guidelines and department practices and provides leadership in the regular review and updating of departmental administrative policies and procedures.
- Serves as Health and Safety Coordinator and Fire Warden: liaise and provide reporting to the Faculty Health and Safety Coordinator and Safety Office as required; participate in annual Joint Health and Safety Inspections process; ensure completion of Health and Safety training by department employees; recruit Fire Wardens within the department; conduct reporting on risks and incidents to the Faculty Health and Safety Coordinator and Safety Office; ensure lab supervisors conduct monthly inspections (if applicable); ensure all necessary safety documentation for travel abroad, field schools, etc., and completed and communicated.

Human Resources Management:

- Implements recruitment, evaluation, promotion, and professional development processes for direct reports.
- Conducts Annual Staff Performance Review(s) if applicable
- Maintains personnel files, work schedules and vacation records for faculty and staff in accordance with University policies.
- Ensures processes are in place for recruitment, evaluation and pay of temporary employees, co-op, casual employees, visitors and, post-doctoral fellows, and graduate students.

Financial Planning and Management:

- Works in partnership with the Chair and other key stakeholders to develop budget priorities and strategies and process improvements.
- Ensures funds are available to support the department's operations and oversee monthly and casual payroll, expense and travel claims.
- Monitors appropriate use of department accounts for accuracy and consistency with UW policies.
- Completes purchase requisitions or uses the P-card as required for faculty, staff and department purchases.
- Provides advice and reviews all department expenses; operation, faculty professional expense; endowment, research expenses and casual payroll prior to Chair's authorization.
- Reconciles department expenditure, including P-card, on a monthly basis.
- Liaises with the Office of Research for departmental activities; monitors expenditures and commitments on faculty research grants and projects under the framework of Research Financial Compliance.
- Participates with Executive Officer and Faculty Financial Officer in developing best practices in budget management.

Faculty appointments, annual review Department/Academic Program Reviews, sabbaticals, and tenure and promotion:

- Manages faculty recruiting procedures in partnership with the Chair and the DACA.
- Receives and processes all applications; creates candidate files and monitors file progress and completeness; acknowledges applicants; contacts referees.
- Organizes application interview schedules and agendas with Chair and Committee; arranges travel and accommodation plans.
- Works with the Chair to organize and prepare a draft of the UARC report
- Provides faculty members with information related to sabbatical application deadlines; reviews and ensures Request for Leave of Absence applications are complete prior to submitting to the Chair and Dean of Arts Office for approval .
- In consultation with the Chair, develops, distributes, and collects all documents related to the annual faculty activity report process.
- Supports the department DTPC as required.

- Prepares tenure and promotion packages consistent with university requirements; works with the Chair in preparing briefs as required for DPTC review; submits formal documents the Dean's office.

Communication, student engagement and community outreach/special events:

- Oversees department wide communications including mailing lists and social media platforms;
- Engages with and maintains relationships with alumni for speaker invitations, alumni stories, awards and donor prospects.
- Works with the Outreach, and the Undergraduate and Graduate committees to initiate new events and improve upon current events, communications and recruitments strategies.
- Organizes and promotes key department events, including lecture series and colloquia.

In smaller units, other roles include Undergraduate and Graduate Coordinator and Advisor (see job descriptions for a full listing of accountabilities):

- Advises prospective graduate students on admission requirements, application procedures, alternative programs or preparation materials to meet eligibility requirements.
- Evaluates applications by reviewing transcripts and educational institutions, calculating admission averages, reviewing reference letters, confirming proficiency certifications and GRE scores.
- Prepares recommendation for admission and offer letters for the Associate Chair, Associate Dean and Graduate Studies Postdoctoral Affairs (GSPA) for approval.
- Advises current graduate students on a wide range of procedural and academic matters, including but not limited to program and milestone requirements, course selection, program status and changes, enrolment issues, co-operative education, cross registration, exam regulations, academic deadlines, petitions for extensions, graduate thesis submission and defenses
- Issues funding letters to students to verify funding each term.
- Conducts final review of students' transcripts to ensure all program and submission requirements have been met for programs completion. Confirms final update for graduation on Quest.
- Monitors and advises activity with endowment funds with regards to scholarships; trips and other expenses.
- Oversee and advises students for internship trip abroad training and funding.
- Attends meetings of the Graduate Affairs Group (GAG) and department Graduate Operations
- Processes graduate scholarships and payment of awards.
- Serves as Scholarship Coordinator.
- Manages student engagement communications, events, trips and invited guests/lecturers/professionals.
- Graduate calendar and Graduate Affairs Group representative in consultation with the Associate Chair, Graduate Studies.

Serves as the department timetable representative for the Undergraduate and Graduate programs:

- Assists the development of the undergraduate & graduate course schedule each term;
- Enters on Infosilem the departmental timetable for graduate and undergraduate courses each term in consultation with the Chair;
- Reviews the final undergraduate and graduate course schedule for accuracy and meeting department needs.

Serves as the department calendar representative for the academic programs in consultation with the Associate Chairs:

- Compiles course and program changes for submission to the Undergraduate and Graduate Calendars;

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- Prepares submissions for the Undergraduate Affairs Group (UGAG) and Graduate Affairs Group (GAG).

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

Education

- Undergraduate degree or equivalent combination of education and experience.

Experience

- 3-5 years' experience in an administrative position required, administrative experience in an academic environment preferred.
- 3 years' experience related to human resources management and supervision of staff preferred with demonstrated experience successfully coaching staff.
- Demonstrated experience working with budgets including analysis, budgeting, and forecasting.
- Experience with management of facilities, space and health and safety.
- Experience leading through change processes.
- Experience with conflict management including interactions with individuals who may be experiencing mental health concerns.

Knowledge/Skills/Abilities

- Well-developed organizational, analytical, customer services and communication skills (oral and written).
- Demonstrated discretion and respect for confidential information and processes.
- Strong interpersonal skills with the ability to interact in a positive and supportive manner.
- Aptitude for attention to detail and accuracy are essential.
- Proven capacity to multi-task and handle a high volume of work.
- Advanced skill level using Microsoft Office and Excel.
- Intermediate skills level using PowerPoint.
- Other technical skills: Quest, OnBase, Infosilem, SharePoint, Outlook, WCMS, Workday, PowerBI
- Familiarity with financial management systems such as Unit4, Concur, and Power BI reports.
- Familiarity with web management and social media tools, is preferred.
- Thorough knowledge of university policies and procedures

Nature and Scope

- **Contacts:** This position requires communication with a wide range of internal and external contacts to obtain, clarify, report, and discuss information. In dealing with faculty and students, presents and discusses information and proposes solutions. The position requires discretion and sensitivity to the needs of a wide client base, including faculty, co-op and mature students, students learning online, exchange and other international students, visiting professionals, and students registered with AccessAbility Services.
- **Level of Responsibility:** The position has specialized work with minimal supervision and provides guidance to others. Responsible for supervising department staff and works closely with the Chair and Associate Chairs. Responsible for the development and management of administrative functions of the department.

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- **Decision-Making Authority:** Authority for routine departmental administrative matters, including budget allocation and staffing and physical resources to meet established objectives. Has signing authority on routine department expenses. Consults with Chair for complex and non-routine issues.
 - **Physical and Sensory Demands:** Typical of an administrative position in an office environment; peak times can include many simultaneous demands.
 - **Working Environment:** Travel: none. Working hours: regular hours with occasional evening work. Risks, physical and psychological: no significant risks.