

## Job Description

<b>JOB TITLE:</b>	Administrative Coordinator/Advisor for Undergraduate Studies - Chemistry	<b>DATE:</b>	January 1, 2017
<b>REPORTS TO:</b>	Administrative Assistant		
<b>JOBS REPORTING:</b>	<a href="#">Click here to enter Job title.</a>		
<b>LOCATION:</b>	C2 280		
<b>GRADE:</b>	6		
<b>DEPARTMENT:</b>	Chemistry		

**PRIMARY PURPOSE:** The Chemistry Undergraduate Coordinator is responsible for the academic administration of the Chemistry Undergraduate Program in the Faculty of Science. The scope of the position encompasses the following functions: administering the Chemistry undergraduate program which involves course enrollment management (CEM), timetable scheduling (INFOSILEM), providing on site course override enrollment and permission numbers, midterm and final exam scheduling, coordinating proctoring for mid-term and final exams, advising Chemistry undergraduate students with respect to academic matters, administrative support for Department Seminars, securing Chemistry course descriptions and outlines, providing administrative and secretarial assistance to the Undergraduate Advisors, updating information in the Undergraduate Calendar, responsible for assigned room safety checklist, defibrillator and first aid kit inspections and providing general office support to the Chemistry Faculty, Staff and Students. The Undergraduate Administrative Coordinator is accountable to the Chemistry Department Chair, the Chemistry and Biochemistry Undergraduate Advisors, and reports directly to the Administrative Assistant, for ensuring the smooth day-to-day operation of the Chemistry Undergraduate Program within established policies and procedures. The Chair, Associate Dean of Undergraduate Studies, First Year Coordinator, Chemistry and Biochemistry Undergraduate Advisors provide the operational management of the Chemistry Undergraduate Program. The Undergraduate Administrative Coordinator is responsible for all duties required to support the administration of the Chemistry Undergraduate program

**KEY ACCOUNTABILITIES:**

*Include 3-4 key accountabilities of the role. These key accountabilities should reflect 80%-90% of "what the job does not the "how".*

1.	<p><b>Undergraduate Timetable Scheduling</b></p> <ul style="list-style-type: none"> <li>• Review program requirements and proposed course scheduling to proactively identify conflicts and resolve problems</li> <li>• Prepare and submit Schedule of Classes data which includes the courses being taught and enrollment limits for each and Code Scheduling Data through INFOSILEM.</li> <li>• Advise, support and assist Undergraduate Students in resolving problems with course enrollment using many aspects of QUEST</li> <li>• Coordinate with (GWC)<sup>2</sup> Administrative Assistant Graduate/Undergraduate held-with scheduling</li> </ul>
2.	<p><b>Administrative Academic Coordination</b></p> <ul style="list-style-type: none"> <li>• Act as the point-of contact for room requests related to course and department requirements with Scheduling Office or other Departments as required.</li> <li>• Request from instructors course descriptions each term for upload to the Chemistry Department website.</li> <li>• Secure course outlines from instructors each term and provide to the Science Undergraduate Office.</li> <li>• Oversee the submission of all undergraduate grades to the Registrar's office each term., upload grades through QUEST as required and act as point-of-contact for instructors to submit grade revisions to the</li> </ul>

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	<p>Registrar's Office. Review for failed or WD grades each term to determine the impact on enrollment in courses for the following term that required these courses as requisites.</p> <ul style="list-style-type: none"> <li>• Prepare and maintain documented resources for Departmental activities including evacuation guide, Department handbook and collation of relevant academic policies and guidelines,</li> </ul>
3.	<p><b>Examination and Proctor Scheduling:</b></p> <ul style="list-style-type: none"> <li>• Determine instructor requirements and coordinate with the Faculty of Science Undergraduate Office and other Departments to coordinate a conflict free mid-term exam schedule.</li> <li>• Upload all scheduled exams to the SCIEXAM calendar. Forward Examination room requests to the Registrar's office.</li> <li>• Determine instructor requirements, coordinate with the Faculty of Science Undergraduate Office conflict free examination timeslots and establish suitable final examination timetables.</li> <li>• Prepare an Examination turnaround document for the Registrar's office and arrange pre-slotting of large examinations.</li> <li>• Organization and coordination of proctors each term for midterm and final exams (approx. 700 proctoring assignments for the academic year required) for final examinations as per the UW examination regulations, including the making of arrangements for additional proctors as needed and the administration of payment as required.</li> </ul>
4.	<p><b>NSERC USRA and Undergraduate Research Internship (URI) Programs:</b></p> <ul style="list-style-type: none"> <li>• Counsel and provide guidance and direction with regards to administrative procedures pertaining to the undergraduate scholarships.</li> <li>• Advise the undergraduate students on eligibility criteria, policies and procedures as well as adhere to deadlines pertinent to this award. Coordinate with the Committee to Review NSERC USRA Applications to rank all applications.</li> <li>• Prepare and finalize the application package including department academic rankings before submitting to the Science Faculty Administrative Assistant - Graduate &amp; Research.</li> <li>• Prepare the necessary paperwork required for Payroll for the recipients of these awards. The NSERC USRA program attracts approximately 30 applications each year but only 15 are awarded.</li> </ul>
5.	<p><b>Chemistry and Biochemistry Work Term Reports</b></p> <ul style="list-style-type: none"> <li>• Liaise with Co-op Department and IST to set up and update each term the LEARN community for Turnitin evaluation of Coop reports.</li> <li>• Responsible for collecting work term reports, giving out receipts as well as preparing evaluation forms.</li> <li>• Work closely with the Chemistry and Biology Work Term Coordinators and the Co-op Department and the Faculty of Science Associate Dean Co-op Education. Biochemistry work term reports are administered through the Chemistry Department and distributed to each of the Departments for evaluation.</li> </ul>
6.	<p><b>Departmental Reports:</b></p> <ul style="list-style-type: none"> <li>• In preparation for the Academic Review (held every seven years) and Canadian Society for Chemistry Accreditation Report (full review held every ten years with a reassessment completed in the fifth year), review and summarize the report requirements, liaise with the Registrar's Office, Co-op Department, IAP Chemistry Faculty, Staff and Students to compile information for the reports.</li> <li>• Under the coordination of the Chair (Academic Review) or the Chemistry Academic Advisor (CSC Accreditation) format the document, including annexes, tables and graphs.</li> <li>• Arrange administrative support for the itinerary, accommodation, catering and room booking for site visits.</li> </ul>

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7.	<p><b>Seminars:</b></p> <ul style="list-style-type: none"> <li>Responsible for all administrative duties for the Chemistry and Biochemistry Seminar Program which consists of invited external speakers (international and local).</li> <li>Prepare and distribute Seminar notices.</li> <li>Coordinate catering and room booking as required</li> <li>Prepare a visit itinerary for the host to coordinate. Arrange accommodation if required as well as arrange financial reimbursement.</li> <li>Update and Maintain the Chemistry and Biochemistry Seminar group email</li> </ul>
8.	<p><b>Canadian Society for Chemistry (CSC) Certificate:</b></p> <ul style="list-style-type: none"> <li>Liaise with the Registrar's Office each term to obtain data for Chemistry program graduating students.</li> <li>Solicit approval from graduating students to release their names to the Chemical Institute of Canada for preparation of the CSC Certificate to be mailed to the recipient or provided at the time of graduation.</li> </ul>

### POSITION REQUIREMENTS:

*If hiring today, what would be the minimum requirements?*

**Education:** **Level of education.** College diploma and/or Undergraduate degree preferably in a science or equivalent education and/or work experience

**Experience:** Three (3+) plus years of previous administrative experience. Demonstrated organizational skills with the ability to prioritize work and to complete a high volume of work accurately and with close attention to detail. Recent experience planning and organizing events. Experience working with online resources and electronic information flow. Proven capacity to manage and handle confidential information. The ability to extract information through electronic resources to collate data for scheduling and administrative requirements. Strong Interpersonal and Communication (oral and written) skills Thorough knowledge of the University of Waterloo policies and procedures is an asset.

**Technical:** Extensive computer skills in all components of Microsoft Office including Sharepoint, experience using Quest, Astra Schedule or other database and scheduling systems.

MS Word	Excel	PowerPoint	Other
Intermediate	Intermediate	Knowledgeable	Knowledgeable on QUEST, Astra Schedule, INFOSILEM, ACMS, ASIS, CONCUR, LEARN, WCMS, SharePoint and the WorldWideWeb

### NATURE AND SCOPE:

- Interpersonal Skills:** Must be able to interact with faculty, staff, students and off-campus contacts, communication (oral and written), time-management and analytical skills.
- Level of Responsibility:** Frontline responsibility in dealing with student inquiries and must have excellent judgment and the ability to build agreement while meeting University policies and procedures among a variety of stakeholders
- Decision-Making Authority:** Accountable and responsible for delivering administrative support to the clients of Department by making decisions that support departmental and university procedures and expectations.
- Physical and Sensory Demands:** Distractions, attention to detail and accuracy
- Working Environment:** office-based