

Job Description

Job Title:	Administrative Coordinator (Position ID: 5736)
Department:	Applied Mathematics
Reports To:	Department Administrator
Jobs Reporting:	None
Salary Grade:	USG 5
Effective Date:	April 20, 2017

Primary Purpose

The Administrative Coordinator provides a range of administrative support functions for the Department of Applied Mathematics and Centre for Computational Mathematics in Industry & Commerce (CCMIC), its faculty, staff, students and academic officials.

Key Accountabilities

List the major responsibilities of the job, divided into 3 to 5 broad categories. These should reflect 80 - 90% of "what" the job does not the "how". Insert a category heading and in bullet form below, state specific responsibilities.

Administrative Services and Support:

- Organize seminars and research colloquia, scheduling and booking rooms, prepare advertisement posters using Mailman lists, booking and setting up audio-visual equipment and ordering refreshments when required
- Prepare travel claims and expenditure reimbursement requests for faculty, post-doctoral fellows, visitors and graduate students in compliance with University Policy and Tri-Agency Granting requirements
- Arrange accommodations, travel arrangements for all long and short-term visitors. Consultation with the University Immigration Specialist for all foreign academic visitors.
- Assists the Department Administrator in the management of space, including office space for faculty, staff, students and visitors, seminar and meeting rooms; ensures equitable and timely space assignments; assists in maintaining space usage reports
- Create and maintain photo directory board
- PCard purchases and reconciliations
- Monitor all Technical Labs ensuring Safety Procedures are posted and implemented
- Arranges for maintenance of office equipment as required; assists in acquisition process for equipment and furnishings
- Manage audiovisual equipment sign-out
- Orders and monitors the administrative and teaching supplies within available budget
- Maintains various faculty and staff listings, including mailboxes and mailing lists
- Assists with special projects as assigned by the Department Administrator
- Field general inquiries from faculty, staff and students; problem solve as required
- Maintain AM Department Library
- Perform general office duties: mail, fax and copier, organize mailbox arrangements
- Room Booking Coordinator
- Undertakes other duties as assigned

Undergraduate and Graduate Support:

- Prepare course documents, including exams, and coordinate printing and distribution of course material
- Assists in the planning and execution of the graduate and undergraduate social events, including graduate student orientation, Frosty Fridays, departmental socials and holiday celebration

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- Arrange computer accounts, maintain key inventory for all faculty, staff, visitors, graduate students, post-doctoral fellows and URSAs.
- Purchase online software licenses for graduate students and URSAs
- Assist with scheduling and preparation of graduate MA, PhD Comprehensive Seminars, PhD Comprehensive Exams and PhD transfer exams.
- Collect graduate TA assessments each term
- Prepare feedback forms for supervisors to assess graduate lecturing requirement
- Assist the Graduate Coordinator during busy admissions period
- Maintain course syllabus collection by term for both graduate and undergraduate programs
- Book classrooms for course-related activities (midterms, review sessions) as required

Required Qualifications *If hiring today, what would be the required education, experience, knowledge, skills and abilities?*

Education

- High School Diploma

Experience

- One to two years of administrative experience in an academic environment preferred

Knowledge/Skills/Abilities

- Well-developed organizational, analytical, interpersonal, and customer service skills proven in a comparable context
- Excellent written and verbal communication skills
- Intermediate Microsoft Word, Excel, Outlook
- Concur, Quest, SharePoint, WCMS experience strongly preferred
- Strong attention to detail
- Time management and multi-tasking abilities

Nature and Scope

Contacts: Position requires communication with internal contacts to obtain, clarify and discuss information, and to receive instructions. Contact groups and individuals include, but are not limited to:

- Associate Chair for Graduate and Undergraduate Studies
- Chair of the Department(s)
- All faculty and staff members in the Department(s)
- Mathematics Undergraduate Office and Mathematics Graduate Office staff
- Dean's Office staff
- Other Mathematics departments/school staff
- Registrar's Office
- Key Control
- Graduate Studies Office
- Co-operative Education and Career Services Office
- Undergraduate and graduate students
- New Media Services (Graphic Services)
- Human Resources
- Central Stores
- Bookstore
- MFCF, IST

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- Math Finance Office
- Student Awards & Financial Aid Office
- International Student Office
- Math C&D
- MFCF, IST
- Instructional Technologies and Multimedia Services (Audio-Visual Services)

Position requires communication with external contacts to obtain, clarify and discuss information:

- International Researchers
- Corporate Express
- Tri-Charge
- Xerox Equipment
- Local Hotels
- Airways Transit
- **Level of Responsibility:** The job has defined specialized and routine tasks; the incumbent receives specific guidance.
- **Decision-Making Authority:** Decide on task priorities given multiple deadlines and demands. Uses judgment to discern queries and scenarios in workflow that warrant serious consideration.
- **Physical and Sensory Demands:** Minimal demands typical of an administrative position within an office environment
- **Working Environment:** Regular working hours, no physical or psychological risks.