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

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**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.*

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**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

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**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
**Job Description**

- 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 USRAs
- 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?*

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<th>Education</th>
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<td>- High School Diploma</td>
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<th>Experience</th>
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<td>- One to two years of administrative experience in an academic environment preferred</td>
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<th>Knowledge/Skills/Abilities</th>
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<td>- Well-developed organizational, analytical, interpersonal, and customer service skills proven in a comparable context</td>
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<td>- Excellent written and verbal communication skills</td>
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<td>- Intermediate Microsoft Word, Excel, Outlook</td>
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<td>- Concur, Quest, SharePoint, WCMS experience strongly preferred</td>
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<td>- Strong attention to detail</td>
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<td>- Time management and multi-tasking abilities</td>
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**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
Job Description

- 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.