

Job Description

(For Positions in CAW Local 555, Unit 1)

Job descriptions do not include every duty that an individual in a position performs. They are intended to be representative and characteristic of the duties required and the level of work performed. Depending upon the size of the department or unit and its functional activities, incumbents who fall into this category may perform all of the duties listed below or, in the case of large departments or units, may be assigned to designated specialized functions.

JD #:	JD00103	Pay Grade:	6
JD Title:	Academic Resource Coordinator	JD FTE Hours:	35
Job Family:	Administrative		

General Description

Responsible for managing information and processes related to the coordination of academic resources including the scheduling of teaching assignments, and the coordinating of appointment, re-appointment and promotion applications within the department.

Representative Duties & Responsibilities

- Schedule teaching assignments using customized databases.
- Schedule teaching assignments in a manner that optimizes the utilization of available teaching resources.
- Facilitate the recruitment of part-time instructors and clinical faculty.
- Coordinate appointment, re-appointment, and promotion applications for adjunct, part-time and clinical faculty within the department.
- Ensure that departmental employee information is accurately entered and maintained in the database.
- Create and modify spreadsheets used to analyze information related to academic resource planning.
- Input payroll information for part-time instructors.
- Write and revise correspondence templates for custom databases.
- Write a variety of documents such as correspondence, and process and procedure documents and manuals.
- Write and revise internal processes and procedures.
- Draft reference letters and letters of recommendation for review by senior staff.
- Create reports based on assessed and prioritized needs for information.
- Use and validate formulas to forecast enrolment projections and sectioning.
- Deliver presentations at orientation sessions.
- Liaise with the payroll department to identify and correct errors.
- Monitor budgets and reconcile accounts. Complete financial forms such as travel expense reports, electronic cheque requisitions, purchase orders and journal entries.
- Conduct database, literature, and web searches to find references and articles used for a variety of documents, reports, and publications.
- Collect certificate numbers for all faculty on an annual basis, ensuring that all faculty scheduled to teach have valid certifications.
- Respond to enquiries and provide information to instructors regarding their pay.
- Coordinate annual career review meetings, workshops, teleconferences and information sessions.
- Schedule work hours for teaching assistants.
- Resolve scheduling and course conflicts.
- Make recommendations to enhance program services and effectiveness.
- Update, maintain, and verify information in a variety of spreadsheets and databases.
- Act as a liaison between the department and human resources.
- Maintain filing systems, both electronic and hard copy.

Supervision

- Provide orientation and show procedures to others.
- No formal supervision of others is required.

Qualifications

- 2 year Community College diploma in Office Administration or related field.
- Requires 3 years of relevant experience.

Effort

Physical Effort:

- A typical work day consists of greater than 3.5 hours of low physical effort for activities such as:
 - Intermittent periods of keyboarding to word process documents, enter data into database and enter financial information into spreadsheets
- Elements of moderate physical effort are not a regular feature of this job.
- Elements of high physical effort are not a regular feature of this job.

Mental Effort:

- A typical work day occasionally requires routine mental effort for activities such as:
 - Collecting routine information, word processing routine documents such as correspondence and forms.
- A typical work day consists of greater than 3.5 hours of moderate mental effort for activities such as:
 - Scheduling teaching assignments using customized databases.
 - Facilitating the recruitment of part-time instructors and clinical faculty.
 - Coordinating appointment, re-appointment, and promotion applications for adjunct, part-time and clinical faculty within the department.
 - Creating and modifying spreadsheets used to analyze information related to academic resource planning.
 - Coordinating annual career review meetings, workshops, teleconferences and information sessions.
 - Resolving scheduling and course conflicts.
- Elements of high mental effort are not a regular feature of this job.

Working Conditions

Physical Environment:

- There are no adverse physical environment conditions inherent to the job.

Psychological Environment:

- Occasionally interacts with individuals who may be rude or upset.
- Frequently handles competing requests from multiple sources.

Health & Safety:

- Risk to the incumbent is no higher than for the general population.

Job Description Rating Sheet

(For Positions in CAW Local 555, Unit 1)

JD #:	JD00103	Pay Grade:	6
JD Title:	Academic Resource Coordinator	Total Points:	409
Job Family:	Administrative		

Factor	Subfactor	Level Rating	Points
Skill	1. Applied Reasoning and Analytical Skills	4.0	83
	2. Breadth of Knowledge	2.0	13
	3. Adaptation to Change/Updating of Learning	2.0	12
	4. Interpersonal Skill	2.5	31
	5. Education and Experience	D3	60
	6. Dexterity and Coordination	2.0	12
Effort	7. Physical Effort	1.0	3
	8. Mental Effort	3.0	55
Responsibility	9. Planning and Coordination	3.0	46
	10. Responsibility for Others	1.0	10
	11. Accountability for Decisions Actions Affecting People, Assets, and Information	3.0	66
Working Conditions	12. Physical Environment	1.0	3
	13. Psychological Environment	2.0	10
	14. Health and Safety	1.0	5