

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 #:	JD00133	Pay Grade:	8
JD Title:	Calendar and Convocation Coordinator	JD FTE Hours:	35
Job Family:	Registrar		

General Description

Responsible for managing the annual production of the University undergraduate calendar. Oversees and coordinates the preparation and production of convocation ceremonies.

Representative Duties & Responsibilities

- Scrutinize the content of the undergraduate calendar to ensure accuracy of information.
- Draft, proofread, and edit sections of the undergraduate calendar.
- Liaise with academic programs and departments to resolve calendar conflicts.
- Identify, troubleshoot, and resolve problems in the preparation and conduct of convocation ceremonies.
- Monitor and track changes in curriculum and the required approvals from a variety of committees and sub-committees.
- Provide relevant curriculum change information to the appropriate units.
- Negotiate contracts with vendors for convocation facilities and services.
- Negotiate printing and set up costs for undergraduate calendar production.
- Gather and compile information required to prepare content for convocation website, program, and other promotional materials.
- Provide advice to faculties regarding the impact of curriculum changes.
- Deliver presentations and provide training to users of the calendar system and to all staff working at convocation ceremonies.
- Oversee the production of the annual University undergraduate calendar.
- Plan and manage budgets related to the production and distribution of the undergraduate calendar and convocation ceremonies.
- Attend and participate in committee meetings.
- Organize the mass distribution of printed copies of the undergraduate calendar.
- Review convocation ceremonies and recommend activities to maximize stakeholder satisfaction which includes the benchmarking of ceremony outcomes against other universities.
- Implement periodic changes to the convocation ceremony and its preparation.
- Manage and monitor the University's external appearance as it relates to convocation including, but not limited to, diploma design, ceremony proceedings, program design and production, and website.
- Compile and edit program copy from multiple University stakeholders and scrutinize the content of each ceremonial program to ensure the accuracy of information.
- Work with venue staff to identify and resolve any physical site limitations to ensure an equitable experience for persons with disabilities.
- Coordinate the activities of other units in the Registrar's Office, with respect to convocation and staffing schedules.
- Design, manage, and procure an inventory of student academic regalia.

Supervision

- Ensure adherence to quality standards and procedures for short-term staff and volunteers.
- Provide orientation and show procedures to others.

Qualifications

- Bachelor's degree in a relevant field of study.
- 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, filing, and inputting data into databases.
- For up to 2 months of the year, a typical work day consists of greater than 3.5 hours of moderate physical effort for activities such as:
 - Assembling, lifting, moving, and disassembling equipment and materials for convocation ceremonies.
- 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 and files to word process routine documents and input data into databases.
- A typical work day consists of greater than 3.5 hours of moderate mental effort for activities such as:
 - Liaising with academic programs and departments to resolve calendar conflicts.
 - Identifying, troubleshooting, and resolving problems in the preparation and conduct of convocation ceremonies.
 - Providing relevant curriculum change information to the appropriate units.
 - Negotiating contracts with vendors for convocation facilities and services.
 - Negotiating printing and set up costs for undergraduate calendar production.
 - Coordinating and scheduling staff for convocation ceremonies.
- For part of a year a typical work day consists of greater than 3.5 hours of high mental effort for activities such as:
 - Scrutinizing the content of the undergraduate calendar to ensure accuracy of information.

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 during convocation ceremonies.
- Frequently deals with competing requests for curriculum information.

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 #:	JD00133	Pay Grade:	8
JD Title:	Calendar and Convocation Coordinator	Total Points:	516
Job Family:	Registrar		

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	3.5	46
	5. Education and Experience	E3	100
	6. Dexterity and Coordination	2.0	12
Effort	7. Physical Effort	1.0	3
	8. Mental Effort	3.5	66
Responsibility	9. Planning and Coordination	4.0	64
	10. Responsibility for Others	2.0	33
	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