



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 #:	JD00673	Pay Grade:	6
JD Title:	Community Engagement and Development Officer	JD FTE Hours:	35
Job Family:	Program		

General Description

Responsible for developing and maintaining sustainable partnerships with community groups, involving them in a range of activities related to the McMaster Medical Program. Also responsible for coordinating recruitment and serves as a primary resource regarding administrative issues for part-time faculty appointments.

Representative Duties & Responsibilities

- Cultivate, build, and maintain relationships within the community, including media and government relations and fundraising stewardship.
- Deliver presentations to physician groups about the teaching opportunities at the University.
- Write a variety of documents such as orientation packages, marketing materials, and reports.
- Act as the first point of contact for community agencies who have expressed an interest in increasing their teaching capacity and work with them to transition to an educational or placement site.
- Facilitate communication between the medical program and regional campuses which includes the distribution of information and educational offerings to faculty at each of the satellites.
- Create and support community outreach activities that engage physicians, community partners, and agencies which includes media support and government relations to ensure that information is disseminated in a variety of mediums.
- Ensure that donations to the regional campuses are recognized appropriately in the media and on campus.
- Coordinate the submission of information and documentation required to initiate and conclude various recruitment, appointment and promotion processes.
- Review candidate documentation and prepare recommendations for review by others.
- Plan, coordinate, and schedule interviews and arrange travel and hotel accommodations for candidates.
- Adhere to University guidelines and policies when compiling information required for the recruitment, reappointment, or promotion of part-time faculty.
- Gather, compile, and review candidate documents and follow up, as needed, with candidates for more information.
- Gather, compile, and summarize information from a variety of sources such as candidate reviews.
- Plan and coordinate a variety of events and activities.
- Write and edit a variety of documents such as correspondence, agendas, and meeting minutes.
- Identify and recommend changes to established administrative processes.
- Implement changes to established procedures and processes.
- Gather, compile, and summarize information from a variety of sources and documents and prepare reports for review by others.
- Generate a variety of ad-hoc reports and analyze and summarize data for review by others.
- Verify, update, and maintain information in a variety of databases and spreadsheets.
- Provide policy and process information to others.
- Set up and maintain filing systems, both electronic and hard copy.
- Attend and participate in meetings.
- Maintain and safeguard the confidentiality of information.

Supervision

- Provide direction to others in how to carry out work tasks.
- Ensure adherence to quality standards and procedures for short-term staff.

Qualifications

- 2 year Community College diploma 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, enter data into databases 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 consists of up to 2 hours of routine mental effort for activities such as:
 - Collecting routine information and files to word process routine documents such as correspondence and forms, and inputting data into spreadsheets and databases.
- A typical work day consists of greater than 3.5 hours of moderate mental effort for activities such as:
 - Cultivating, building, and maintaining relationships within the community, including media and government relations and fundraising stewardship.
 - Delivering presentations to physician groups about the teaching opportunities at the University.
 - Acting as the first point of contact for community agencies who have expressed an interest in increasing their teaching capacity and working with them to transition to an educational or placement site.
 - Facilitating communication between the medical program and regional campuses which includes the distribution of information and educational offerings to faculty at each of the satellites.
 - Creating and supporting community outreach activities that engage physicians, community partners, and agencies which includes media support and government relations to ensure that information is disseminated in a variety of mediums.
- 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:

- Occasionally required to travel to external events and satellite campuses.

Job Description Rating Sheet

(For Positions in CAW Local 555, Unit 1)

JD #:	JD00673	Pay Grade:	6
JD Title:	Community Engagement and Development Officer	Total Points:	419
Job Family:	Program		

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	2.0	33
	11. Accountability for Decisions Actions Affecting People, Assets, and Information	2.5	53
Working Conditions	12. Physical Environment	1.0	3
	13. Psychological Environment	2.0	10
	14. Health and Safety	1.0	5