

## 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.*

<b>JD #:</b>	<b>JD00692</b>	<b>Pay Grade:</b>	<b>7</b>
<b>JD Title:</b>	<b>Program Coordinator</b>	<b>JD FTE Hours:</b>	<b>35</b>
<b>Job Family:</b>	<b>Administrative</b>		

### General Description

Responsible for developing, planning, and maintaining the efficient operation of a division and its related programs, and coordinating all aspects of the program including curriculum administration, implementation, promotion, recruitment, resource, and financial management. Implements and maintains the efficient administrative operations at a designated site under the direction of senior staff.

### Representative Duties & Responsibilities

- Collect, analyze, assess, and summarize information relevant to the decision making process and develop recommendations for final approval and implementation.
- Participate in the development, evaluation, and review of academic and scholarly programs and resources.
- Organize, coordinate, and assist with educational programs and events such as retreats, education days and other capacity building programs.
- Communicate and work collaboratively with various internal and external organizations and departments.
- Coordinate the calendar of supervisor and others and resolve scheduling conflicts.
- Develop the program budget for review and approval.
- Implement and maintain the program budget and expense reports. Create financial projections and make adjustments to the program budget throughout the fiscal year.
- Ensure that financial accounts and reports are completed and managed competently and efficiently.
- Exercise appropriate controls, monitor, and reconcile accounts.
- Facilitate meetings with various individuals including, but not limited to, program stakeholders and groups.
- Write a variety of documents including, but not limited to, reports, correspondence and minutes.
- Use a dictaphone to transcribe correspondence and other documents.
- Provide faculty and staff information regarding program policies and information about program requirements.
- Provide work procedure advice and guidance to staff.
- Review current academic calendar, and recommend and prepare curriculum revisions and clinical training schedules.
- Plan and coordinate a variety of departmental activities and events.
- Gather and compile information required for a variety of documents and reports.
- Complete research ethics board applications and other related proposals for review by senior staff.
- Update and maintain records and databases.
- Act as a liaison between the department and various stakeholders with regards to facility operations.
- Train and mentor support staff and act as first point of contact with regard to issues related to administrative staff.
- Ensure adherence to health and safety requirements and maintain the training database for staff
- Ensure timely and efficient processing of attendance sheets and payroll for temporary, casual and continuing staff
- Provide efficient facility management the administrative support structure at the designated hospital site.
- Provides front line service to faculty and staff, and in consultation with senior staff, sets standards for the quality of department services.
- Provide information to individuals with inquiries surrounding human resources matters including, but not limited to, collective agreements, hiring procedures, benefits, vacation, sick time, and payroll processes.

---

## Supervision

---

- Provide lead hand supervision and is responsible for the quality and quantity of work of others.
- Provide orientation and show procedures to others.

---

## Qualifications

---

- 2 year Community College diploma in Office Administration or related field.
- Requires 4 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 correspondence and reports.
- 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 3.5 hours of routine mental effort for activities such as:
  - Word processes routine documents such as correspondence and forms and input data into a spreadsheets and databases.
- A typical work day consists of greater than 3.5 hours of moderate mental effort for activities such as:
  - Collecting, analyzing, assessing, and summarizing information relevant to the decision making process, and developing recommendations for final approval and implementation.
  - Organizing, coordinating, and assisting with educational programs and events such as retreats, education days and other capacity building programs.
  - Developing the program budget for review and approval.
  - Implementing and maintaining the program budget and expense reports.
  - Creating financial projections and making adjustments to the program budget throughout the fiscal year.
  - Training and mentoring support staff and acting as the first point of contact with regard to issues related to administrative staff.
- A typical work day occasionally requires high mental effort for activities such as:
  - Facilitating meetings with various individuals including, but not limited to, program stakeholders and groups.

---

## 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 deals with simultaneous deadlines and multiple requests.

### 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 #:	<b>JD00692</b>	Pay Grade:	<b>7</b>
JD Title:	<b>Program Coordinator</b>	Total Points:	<b>469</b>
Job Family:	<b>Administrative</b>		

Factor	Subfactor	Level Rating	Points
<b>Skill</b>	1. Applied Reasoning and Analytical Skills	<b>4.0</b>	83
	2. Breadth of Knowledge	<b>2.0</b>	13
	3. Adaptation to Change/Updating of Learning	<b>2.0</b>	12
	4. Interpersonal Skill	<b>3.0</b>	39
	5. Education and Experience	<b>D3</b>	60
	6. Dexterity and Coordination	<b>3.0</b>	21
<b>Effort</b>	7. Physical Effort	<b>1.0</b>	3
	8. Mental Effort	<b>3.0</b>	55
<b>Responsibility</b>	9. Planning and Coordination	<b>3.0</b>	46
	10. Responsibility for Others	<b>3.0</b>	55
	11. Accountability for Decisions Actions Affecting People, Assets, and Information	<b>2.5</b>	53
<b>Working Conditions</b>	12. Physical Environment	<b>1.0</b>	3
	13. Psychological Environment	<b>2.0</b>	10
	14. Health and Safety	<b>2.0</b>	16