



# 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.*

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JD #:	<b>JD00694</b>	Pay Grade:	<b>5</b>
JD Title:	<b>Education Program Associate</b>	JD FTE Hours:	<b>35</b>
Job Family:	<b>Administrative</b>		

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## General Description

Responsible for coordinating resident rotation schedules and a variety of educational events and other learning and research initiatives. Creates positive partnerships with preceptors, teaching units, clinics, sites, campuses, practices, and other support staff.

## Representative Duties & Responsibilities

- Develops, plans, and coordinates rotation schedules for qualified residents at multiple sites.
- Coordinates the Canadian Residency Matching System with the objective to match all available learner spots to ensure the viability of the program.
- Facilitates the evaluation process for preceptors and students. Compiles evaluation results and brings negative evaluations forward for review.
- Plans and coordinates education events, tutorials, academic half days and other learning and research initiatives.
- Ensures that the appropriate venues and catering are provided and books transportation and audio-visual equipment as required.
- Writes a variety of documents including, but not limited to, correspondence and minutes.
- Develops budgets for various events and submits to manager for approval.
- Monitors budgets and reconciles accounts, completes financial forms including travel expense reports, advances and electronic cheque requisitions, purchase orders and journal entries.
- Contributes to the design and development of banners, presentations and other promotional materials for use at various events.
- Attends and participates in meetings.
- Responds to inquiries that are specific in nature and require a thorough knowledge of established policies and procedures.
- Maintains confidentiality of information.
- Sets up and maintains filing systems, both electronic and hard copy.
- Updates and maintains information in databases.
- Acts as liaison between faculty, staff and students to ensure the timely communication of information.
- Sets up, uses, and troubleshoots teleconferencing and videoconferencing equipment.

## Supervision

- Ensures adherence to quality standards and procedures for short-term staff.
- Provides direction and assigns work to program assistants.

## Qualifications

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

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## Effort

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### 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, filing documents, word processing routine documents such as correspondence and forms and inputting data into a spreadsheet.
- A typical work day consists of greater than 3.5 hours of moderate mental effort for activities such as:
  - Scheduling rotations for qualified residents at multiple sites.
  - Planning and coordinating education events and other learning and research initiatives.
  - Developing budgets for various events.
  - Attending and participating in departmental meetings.
  - Contributing to the design and development of banners, presentations and other promotional materials for use at various events.
- Elements of high mental effort are not a regular feature of this job.

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## Working Conditions

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### 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 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 #:	<b>JD00694</b>	Pay Grade:	<b>5</b>
JD Title:	<b>Education Program Associate</b>	Total Points:	<b>394</b>
Job Family:	<b>Administrative</b>		

Factor	Subfactor	Level Rating	Points
<b>Skill</b>	1. Applied Reasoning and Analytical Skills	<b>3.5</b>	71
	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>2.0</b>	23
	5. Education and Experience	<b>D3</b>	60
	6. Dexterity and Coordination	<b>2.0</b>	12
<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>3.5</b>	55
	10. Responsibility for Others	<b>2.0</b>	33
	11. Accountability for Decisions Actions Affecting People, Assets, and Information	<b>2.0</b>	39
<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>1.0</b>	5