PEA Job Description

1. Position Identification

<table>
<thead>
<tr>
<th>Position Number</th>
<th>998723</th>
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<tbody>
<tr>
<td>Position Title:</td>
<td>Administrative Officer</td>
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<tr>
<td>Department:</td>
<td>School of Music</td>
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<tr>
<td>Reports to:</td>
<td>Director, School of Music</td>
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<tr>
<td>Number of Direct/Indirect Reports</td>
<td>Direct <em><strong>4</strong></em> Indirect <em><strong>0</strong></em></td>
</tr>
<tr>
<td>Classification Level</td>
<td>SG10</td>
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<tr>
<td>Last Updated</td>
<td>October 2018</td>
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2. Position Summary

The School of Music is an academic unit in the Faculty of Fine Arts with a complement of 23 regular faculty members, 5 support staff and up to 20 sessional instructors.

The Administrative Officer (AO) is responsible for the administrative, financial and undergraduate admission process of the school. The position reports directly to and works closely with the Director of the School to deal with the immediate everyday administrative demands and to initiate and assist with the long-term planning and academic goals of the school in conjunction with the strategic goals of the faculty and university. The AO provides leadership, advice, direction and problem solving on matters related to interpretation of university policies, contracts and procedures to the Director, faculty, graduate students and undergraduate students (both in the BMus program and in the Combined Program in Music and Computer Science).

The AO is responsible for annual enrollment management and development of the undergraduate and graduate academic timetables. Manages waitlists; advises the Director on enrollment issues; and assists with annual sessional teaching assignments. Maintains enrollment records and teaching assignments and prepares reports.

The AO coordinates and manages the financial functions of the school, including budget analysis, forecasting, and monitoring of operating budgets and specific purpose accounts. The AO approves and coordinates the purchase of equipment for teaching and research purposes.

The AO is responsible for the direct supervision of two CUPE 951 office staff, the school Concert and Publicity Manager, and one Senior Laboratory Instructor; coordinates and oversees office administrative procedures and replacement staff members as required. In addition, the AO oversees all human resource paperwork for school members, sessional lecturers and music performance instructors and students.

3. Key Responsibilities and Expectations

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<th>Key Responsibilities</th>
<th>% of time</th>
<th>Expectations:</th>
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<tbody>
<tr>
<td>Academic administration</td>
<td>40%</td>
<td>Coordinates undergraduate and graduate course scheduling (timetables) and input to the DCU timetable system.</td>
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<td>Manages course enrollments, including enrollment analysis for both undergraduate and graduate courses; opening/closing sections; extensive problem-solving often required.</td>
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<td>Coordinates with other departments on campus regarding joint programs, service courses, and cross-listed courses.</td>
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<td>Coordinates applicants and performance faculty for three audition dates per year to accommodate over 100 auditions.</td>
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- Processes applications and maintains records for the Combined Program in Music & Computer Science.
- Coordinates a complex jury schedule during the exam period at academic year-end for ~ undergraduate students and some graduate students. Schedules times based on instrument and program of study.
- Assists Director with faculty and sessional teaching workload assignments.
- Manages student waitlists and advises the Director on enrolment issues
- Maintains internal enrolment records and reporting and academic teaching assignments
- Prepares reports to assist Director in decision-making

**Human resources administration 35%**

- Supervises department secretary, graduate secretary, concert & publicity manager and senior lab instructor.
- Oversees all human resource and payroll appointments for school.
- Initiates postings for sessional instructors as per collective agreements.
- Communicates hiring results to sessional instructors.
- Initiates and manages postings for CUPE 951 and PEA staff.
- Reviews contract and payroll paperwork for Director’s and Dean’s signatures.
- Contributes to orientation of new CUPE 951 and PEA staff.
- Provides frequent advice to all faculty, staff, graduate students and undergraduate students regarding University policies (e.g., hiring, employment, visas, student records, registration, etc.)
- Administers offices and rehearsal space allocated to students, visitors, research personnel and sessional instructors.
- Responds to complaints or inquiries from students.

**Financial management and budget administration 20%**

- Develops upcoming budgets in conjunction with Faculty Manager of Finance and Administration and the School of Music Director.
- Approves financial expenditures related to the daily operation of the School.
- Oversees all purchases of equipment and services annually.
- Performs budget analysis and forecasting for the school operational budget and other budgets that support both the undergraduate and graduate program.
- Authorizes routine expenses and monitors school expenses approved by the Director.
- Prepares all honoraria payments for musicians in accordance with the fee structure set by the Island Musicians Association.
- Monitors and manages specific purpose and research accounts.
- Manages purchases of equipment and school expenses using C Cards and WebReqs.
- Reconciles travel and hospitality expenses and monitors visiting artists/speakers operating budget of approximately $13,000.

**Other administration 5%**

- Manages office space allocations and renovations.
- Manages administrative functions of the school, ensuring procedures are communicated to staff and University policies and procedures are followed.

### 4. Classification Factors:

**Problem-Solving:**
Independently manages all departmental finances and financial planning in consultation with the Director. Takes independent initiative and responsibility for implementing plans to achieve goals and acts independently in the daily management of the administration and communications functions of the school. Takes the lead in developing and recommending administration and communication processes and procedures. Duties require effective analysis and handling of situations using policies and procedures and past precedents to address problems, develop strategies and provide advice. The position must have knowledge of budget management, human resources in a union environment, University policies and procedures, and the ability to use this knowledge to recommend and incorporate changes and adjustments for the school.

**Responsibility for Financial & Material resources:**

Considerable independence and authority is exercised when executing financial duties; this position holds the authority, as delegated by the Director. Administers, monitors and reconciles the school’s operating and specific purpose budgets, worth a combined total of $3.4M. Manages office space allocations and renovations. Advises the Director on equipment purchases and hospitality budgets for alumni and student events. Responsible for the accurate execution of budget transactions for the department. Signing authority of $5,000.

**Responsibility for Human Resources:**

The AO reports to the Director of the school and receives minimal day-to-day supervision. Provides direct, formal supervision to two office staff, the school’s concert and publicity manager, and one senior laboratory instructor. Organizes and participates in interviewing, selecting, training and evaluating performance of CUPE and PEA staff. Provides support, orientation and policy interpretation to faculty members, music performance instructors, and sessional lecturers.

**Impact of Decisions and Actions**

The AO is responsible for coordinating a wide variety of administrative and communication duties in the school. Individual actions and decisions can have a major impact on faculty, staff and students. The position directly impacts the efficiency of the school and therefore impacts the school’s ability to achieve its, and the Faculty of Fine Arts’, strategic goals.

The position provides detailed advice, information and training to faculty and staff regarding financial, administrative, and human resources processes and policies. The position is the point of contact for external departments on school academic and administrative issues and is an active member representing the school on committees and planning meetings for joint programs and courses.

**Independence:**

The AO works collaboratively with the Director to set objectives and priorities. The AO works with minimal direct supervision and minimal review of the work produced. Leads the development of administration and communication processes and procedures for the school.

**5. Summary of qualifications:**

This position requires an undergraduate degree plus a minimum of three years of related administrative, budget management, supervisory and communications experience in an academic or complex administrative environment.

An equivalent combination of education and experience may be considered.

In addition this position requires:

- Excellent analytical, critical thinking and problem solving skills
- FAST, Banner or other student record management systems experience
- Superior communication skills, both written and verbal
• Ability to build and maintain productive working relationships with all stakeholders
• Ability to work independently and collaboratively in a team environment
• Demonstrated organizational and administrative skills
• High level of knowledge with respect to financial and budget matters
• Demonstrated ability to manage multiple projects, prioritize, make decisions independently, be self-motivated, and consistently meet deadlines
• Superior computer skills using MS Office and knowledge of web-authoring tools
• Strong organizational skills, with ability to manage multiple budgetary and procedural projects, prioritize, make decisions independently, be self-motivated, and consistently meet deadlines.
• Ability to work effectively with a diverse population and with all levels of university personnel
• Demonstrated leadership, supervisory skills and the ability to inspire a team

Preferences or Assets:
• Background in Music or Fine Arts
• Knowledge of the principles and practices and administrative systems of the University

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<th>Employee’s Signature:</th>
<th>Date:</th>
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<tr>
<th>Manager’s/Supervisor’s Signature</th>
<th>Date:</th>
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