PEA Job Description

1. Position Identification

<table>
<thead>
<tr>
<th>Position Number</th>
<th>#998721</th>
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<tbody>
<tr>
<td>Position Title:</td>
<td>Academic Administrative Officer – HSD Schools and Graduate Program</td>
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<td>Department:</td>
<td>School of Social Work</td>
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<td>Reports to:</td>
<td>Director of the School</td>
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<tr>
<td>Number of Direct/Indirect Reports</td>
<td>Direct 2-8   Indirect 0-7</td>
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<tr>
<td>Classification Level</td>
<td>SG 11</td>
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<td>Last Updated</td>
<td>August 2015</td>
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2. Position Summary

The position of Academic Administrative Officer (AAO) in any of the six Schools in the Faculty of Human and Social Development (Social Work, Nursing, Public Administration, Health Information Science, Child & Youth Care and Public Health and Social Policy, and the graduate program in Indigenous Governance) is responsible for coordinating and implementing a wide variety of academic program and administrative duties within their School. A variety of other duties in the AAO role will be specific to their particular School and its programs and as assigned by the Director.

Key responsibilities of the position include:

- working closely with the Director and other Faculty administrative leads within the School to oversee the immediate and everyday demands of that administrative office, and work towards the the long-term direction and goals of the School in conjunction with both the University’s Strategic Plan and relevant external professional standards
- assisting with the development and implementation of sound administrative policies and processes that support the educational and scholarly endeavours of the School
- working with the Director, faculty, and other School colleagues on academic degree program planning, delivery, and management at both the undergraduate and graduate level
- assembling program information and data and producing written materials on behalf of the Director
- coordination and management of the financial functions of the School, including budget analysis, preparation and recommendations to the Director on School operational budgets
- a wide range of duties in the leadership and management of human resources within the School.
### 3. Key Responsibilities and Expectations

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<th>Key Responsibilities</th>
<th>Expectations</th>
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| **Academic program planning, management and delivery 50%** | - planning for implementation and delivery of the School’s undergraduate and graduate degree programs  
- annual enrolment management, specifically tracking of student EETs, to ensure that academic and budget planning takes place  
- providing administrative support for the implementation and delivery of new programs  
- assisting with the planning of program expansion (ie, diplomas, professional specialization certificates, non-credit professional development), course re-development, curricula changes, and program evaluation  
- coordinating the School’s academic timetable and working with the teaching assignment committee to complete the annual faculty teaching assignments, ensuring appropriate course delivery methods are determined for coding in the on-line timetable (ie, distributed learning, on-campus, off-site locations, condensed on-site, practice seminars)  
- ensuring that administrative policies and academic decisions resulting from committee work are implemented across theory and practice courses.  
- organizing a variety of external initiatives to support the teaching and research interests of the School, such as conferences, workshops, and seminars |
| **Budget Management and Resources Allocation 25%** | - In conjunction with academic program planning and associated responsibilities, assisting the Director of the School with budget analyses and forecasts, preparing information on the teaching and administrative costs of programs and projects  
- producing and tracking specific budget information on the costs of secondments, sabbaticals, leaves, research release and practice-specific expenses  
- monitoring and reconciling the School’s larger financial transactions on its operating and specific purchase accounts  
- working with the Dean’s Office AA0 and the budget office in completing fiscal year transactions  
- managing any external contracts or memorandums of agreement held by the School |
| **Human Resource Management and Leadership 25%** | - assisting the Director in fostering positive and effective working relationships within the School and the University community, with external colleagues and partner organizations |
• working with the Director on staffing plans for the School to promote effective use of its human and fiscal resources
• applying union and association agreements and, in consultation with Human Resources, providing advice to the Director and other School managers on the application of these contracts
• providing leadership in working with staff and managers through advice and guidance on such issues as workload challenges and priorities, the interpretation of roles, relationships with colleagues, and interpersonal conflict
• assisting the Director and School search committees with the faculty recruitment process and, in collaboration with other administrative colleagues, coordinating staff hirings and orientations for new members of the School
• supervisory responsibility for the School's office and technical staff, acting as a resource for managers around performance planning for staff members, and in coordinating office administrative procedures

4. Classification Factors:

Problem-Solving:
This position requires a high level of problem-solving at both the planning and implementation stages in order to ensure that the program offerings at both the undergraduate and graduate level are delivered efficiently and within the assigned teaching budget of the School. This position also requires a high level of problem-solving in producing information that will assist with budget development and management and in collecting materials for such processes as program review and accreditation. This position will recommend and develop effective administrative processes and procedures that support the educational and scholarly endeavors of the School. In a leadership and supervisory role, this position is responsible for effective human resource management which includes the ability to use complex and varied methods to resolve particular situations that arise in a diverse working environment.

Responsibility for Financial & Material resources:
This position has knowledge of financial management and budget analysis and manages the operational budget for the School including determining the annual sessional budget for the programs and managing and reconciling other related academic and non-academic accounts and contracts. The total operating budgets range from 1.0 M to 4.7M. This position holds signing authority for a number of accounts which vary in authority level.

This position will make recommendations for marketing, recruitment and development materials and office equipment total to support the School totaling a maximum approximate value of $100,000.
**Responsibility for Human Resources:**
This position provides direct supervision to support staff and may provide direct supervision to professional staff, provides leadership and advice to fellow professional staff members and leads or participates in the selection of both employee groups. This position makes recommendations to the Director on staffing, including hiring, training and staff development. In partnership with the Director’s administrative assistant this position provides advice and guidance to staff members and when required, is involved in resolving any challenging human resource conflicts and formal disciplinary action for that group.

**Impact of Decisions and Actions:**
The Academic Administrative Officer role within the Schools in HSD is a crucial one within each of the HSD Schools. The position serves important integrative functions within the overall process of planning and delivering academic programming, impacting faculty, staff and students and in supporting the overall mission and goals of the unit. This position’s involvement in a range of strategic initiatives undertaken by academic units is significant and the scope and intensity of the work that is expected of the position is critical in achieving success. At the Faculty level, the AAOs work collaboratively with the Dean’s office on specific projects, programs, or services.

**Independence:**
This position reports to the Director of the School and receives formal supervision and guidance from that individual and from other faculty leadership members of the School as appropriate.

The position will operate with considerable independence and decision-making within University and School administrative guidelines, regulations, policies and procedures. The position will make independent decisions on daily operational budget administration, general office workflow, and human resource administration as it pertains to their direct reports. This position works independently determining priorities and daily objectives to achieve agreed upon goals and ensures the Director is appraised of progress - seeks guidance in unusual situations. Initiative and independent action will be taken to make recommendations to the Director, Faculty administrators and professional colleges. These recommendations will contribute to decision-making in the development and implementation of new processes to enhance and promote the teaching and scholarly mission of the School and to ensure the operational aspects of the School are efficiently run.

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**5. Summary of Qualifications:**
This position requires an undergraduate degree and three years of experience working in a complex administrative organization, preferably in a post-secondary or professional school, or an equivalent combination of education, training and experience.

In addition, this position requires:
- Knowledge of the principles and practices and administrative systems of the University
- Familiarity with program development, implementation and course development and delivery modes
• Skilled in organizing administrative and planning systems; drafting policy and procedures and generating reports from relevant data
• Experience with budget development and financial management
• Ability to work effectively with standard office equipment and software
• Excellent team management and leadership skills
• Familiarity with FAST, Banner or other student record management systems
• Excellent facilitation and conflict-resolution, interpersonal and communication (written, spoken and presentation) skills
• Sensitivity to diversity

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