HUMAN RESOURCES
SIMON FRASER UNIVERSITY
ADMINISTRATIVE & PROFESSIONAL
JOB DESCRIPTION

Position Number: 97500

A. IDENTIFICATION

Position Title: Administrator, Student Advising and Recruitment
Department: Office of Francophone and Francophile Affairs (OFFA)
Position Reports To (Title): Director, Office of Francophone and Francophile Affairs
Date: July 19, 2017

B. POSITION SUMMARY

Reporting to the Director, Office of Francophone and Francophile Affairs (OFFA), and to the Manager, OFFA, for timekeeping purposes, and working under the Associate Director, OFFA-Faculty of Arts & Social Sciences (FASS), the Administrator, Student Advising and Recruitment provides academic advice and administrative support to registered students in the Program in Public and International Affairs (French Cohort Program) by managing the annual operating budget; assisting in the development, planning, and execution of instructional and conference budgets; participating in course planning and scheduling; monitoring the registration activity each semester; administering the undergraduate registration process, programs of study, and graduation activities; coordinating the articulation of post-secondary transfer credit requests and student exchange transfer requests; contributing to primarily on-campus recruiting activities; and providing a large range of general operational and administrative support for the program.

C. DUTIES AND RESPONSIBILITIES

Student Advising (50%)
Provides academic advice and support to registered students in the French Cohort Program (FCP), in accordance with University, and Faculty policies, procedures, and regulations as applicable by:

- reviewing degree and program requirements, transcripts, applications to graduate
- making referrals to faculty and administrative staff as appropriate
- verifying degree requirements
- developing program plans related to academic goals
- providing detailed informed relating to required student exchange program and partner universities
- providing advice on course selection
- maintaining contact with students on exchange and monitoring exchange credits
- liaising regularly with university partners (e.g., SFU International, Arts Co-op, etc.)
- monitoring student progress
- maintaining of associated records and files
- corresponding with external institutions and students.

Monitors student activity each semester, including managing enrolment, liaising with relevant departments with respect to enrolment issues, monitoring student retention, maintaining records, initiating and coordinating student retention activities and best practices.

Liaises with other program advisors regarding letters of permission, transfer credits, joint majors and minors and honors degree programs, etc. to gather and exchange information.

Coordinates information sessions, workshops and presentations for FCP students.

Program Administration (30%)

Manages the annual operating budget (approximately $700,000) for the French Cohort Program (FCP) by coordinating budget submissions; preparing cost projections; liaising with the Associate Director, OFFA-FASS, the Manager, OFFA, and the Director, Faculty Finance, FASS; recommending the allocation of funds; administering expenditures through the review and approval.
of invoices and receipts for reimbursement; initiating and approving budget transfers, journal vouchers, purchase requisitions, travel, and business expense claims, and work orders, etc.; reviewing and reconciling expenditures to monthly commitment reports; liaising with financial services to resolve discrepancies; maintaining accounting records; and preparing periodic status reports.

Provides a range of general academic support for the program by preparing and distributing all material related to the program, including course outlines, book orders, library reserves, general correspondence, and courier packages. Answers phones; responds to all e-mail correspondence and assists the Associate Director, OFFA-FASS, in developing links to external French Immersion, Core French, and francophone programs.

Coordinates and prepares undergraduate semester course scheduling by maintaining faculty workload schedules; coordinating the dissemination and collection of teaching preferences from regular faculty; advertising for and processing applications for sessional appointments; liaising with MAAS’s and instructional staff in the various departments in FASS (e.g., French, Political Science, and History), to resolve scheduling conflicts; and preparing and submitting final scheduling information to the Registrar’s Scheduling Office.

Maintains the program’s web site and recommends new and revised changes for advising and recruiting related initiatives.

Acts as ex-officio member of the FCP Steering Committee and Undergraduate Curriculum Committee by providing information and advice regarding administrative issues related to curriculum changes, policies and procedures, and past practices; recording minutes; compiling information and following up on committee actions; reviewing calendar proofs; and providing curriculum updates, etc., to provide assistance in program planning.

Participates in ad-hoc committees by providing information; conducting research; and preparing materials and reports for review; etc., to contribute to discussions and decision-making.

Participates in long range course planning by reviewing course enrollment patterns; identifying core program course requirements; and projecting academic resources and instructional needs.

**Student Recruitment (20%)**

Plans, co-ordinates, and participates in the annual Orientation Day for prospective students and their parents.

Advises prospective students on the academic requirements for the French Cohort Program (FCP) by suggesting programs and courses aligned with personal career goals and interests; referring students to other University service providers; and responding to requests for information on a variety of topics such as program admission requirements, course selection and planning, degree completion, academic difficulty and crisis management, prerequisites, graduation requirements, scholarships, transfer credits, career options, appeals, waivers, and graduate program requirements, etc.

Coordinates the French language Placement test for prospective students, as appropriate.

Screens applications for undergraduate study by reviewing and evaluating guaranteed placement, internal transfer, and external transfer applications against eligibility criteria and by consulting with applicants to discuss alternate options and program requirements.

Recruits students, individually or in groups, primarily during on-campus events (Open Houses, Information Evenings, High School Counselor’s Day, Education Fairs, etc.).

Assists in hiring and training of Temporary FCP Recruiter(s) and works closely with him/her on planning recruiting activities on and off campus.

Liaises with BC francophone community organizations and coordinates events and activities on and off campus in which FCP students are involved, including the coordination and oversight of student volunteers.

**D. DECISION MAKING**

i) Give some typical examples of the most important decisions the incumbent is expected to make in carrying out the duties and responsibilities of the position. To what extent can the incumbent rely on established policies or advice from others in making these decisions?
Makes decisions relating to the day-to-day operation of the French Cohort Program; decisions on what courses to recommend to students to satisfy degree requirements; decisions/advice/referrals for students experiencing academic problems or crisis situations; judgment decisions regarding registration clearances and/or approvals; how to respond to a range of recruitment questions during events and presentations; how to interpret and apply the regulations outlined in the University Calendar to particular circumstances; decisions on what programs to recommend to students based on their interests and/or career aspirations; and what career options to recommend to students based on their personal interests; etc.

Makes decisions to approve budget expenditures within the scope of University policies and procedures and budgeted allocations; makes decisions regarding what criteria should be included in projecting budget requirements; makes recommendations regarding annual capital budget allocations and unbudgeted expenditures; etc.

ii) Give some examples of the types of decisions the incumbent would refer to his/her supervisor.

Situations beyond the scope of existing policies and procedures; recommendations on unbudgeted expenditures; serious student problems; when to participate in off campus recruitment activities; final approval of presentation materials; curriculum matters; approval for leave of absence.

E. SUPERVISION EXERCISED

Number of continuing employees reporting directly to the position: 0
Total number of continuing employees for whom the position has direct responsibility: 0

F. SUPERVISION RECEIVED

Works under general supervision exercising initiative and managing priorities with respect to workload planning. Meets with the Manager, OFFA and/or the Associate Director, OFFA-FASS to discuss difficult or serious situations not governed by established policies and procedures, as appropriate; Receives direction or guidance on contentious issues.

G. UNUSUAL WORKING CONDITIONS

Required to work some evenings or possibly on weekends, when necessary.

H. ENTRANCE QUALIFICATIONS

Undergraduate degree and two years of related experience in financial administration, student advising and student recruitment, or an equivalent combination of education, training, and experience.

Fluent in French and English (both oral and written)
Excellent organizational, analytical reasoning, problem-solving, and conflict-management skills.
Excellent interpersonal communication (oral and written) and presentation skills.
Excellent financial administration skills.
Proficient in the use of web-based and software applications (i.e., student information system, financial system, database, spreadsheet, presentation, and word processing).
Ability to exercise mature judgment, initiative, diplomacy and tact.