A. IDENTIFICATION

Position Title: Manager, Academic and Administrative Services
Department: Archaeology
Position Reports To (Title): Department Chair
Date: July 27, 2017

B. POSITION SUMMARY

Reporting to the Department Chair, the incumbent provides administrative and operational oversight for the Department of Archaeology. Provides input and contributes to the department’s operational long-range strategic planning including growth opportunities and short and long term strategic financial planning, in collaboration with the Chair. Manages the departmental operating and project budgets for the department, through the administration of research, specific purpose, and endowment income budgets, proposes and executes the annual instructional and teaching assistant budgets for Burnaby, Surrey and Vancouver. Oversees the provision of academic advice, administrative, admission, and programming services to prospective and registered undergraduate students. Proposes and executes the undergraduate and graduate semesterly course schedules, participates in long-range course planning, monitors undergraduate registration activity, supervises staff, participates as member of undergraduate curriculum committee, provides a range of general operational and administrative support, and in the absence of the academic advisor provides academic advice and administrative support to prospective and registered undergraduate students.

C. DUTIES AND RESPONSIBILITIES

Financial Management and Budget Control

Provides input and contributes to the department’s operational strategic planning including growth opportunities and short and long term strategic financial planning, in collaboration with the Chair.

Holds departmental signing authority on financial transactions for all departmental operating and project budgets (includes Department, Archaeology Laboratories, Museum of Archaeology and Ethnology, and the Heritage and Resource Management graduate programs), and for all research, special project, and endowment income budgets.

Authorizes and/or oversees the payroll processing of all administrative continuing and temporary appointments, and approximately 100 student and research appointments per annum.

Provides support in the administration of approximately 50 research and specific purpose budgets, totaling approximately 2 million, by providing information to grant holders regarding university policy and procedures, grant balances and expenditures. Oversees the processing of pre-approved budget transactions, the approval of all journal vouchers, purchase requisitions, invoices, travel and business expense claims, appointment of research staff, credit card reconciliations, and monthly FAST reconciliations.

Manages and executes the annual non-salary operating budgets for the Department of Archaeology (approximately $100,000) by preparing, allocating, and uploading the department’s annual budgets and cost projections for current and future budgets into the Hyperion budget system; monitoring and administering expenditures through the review and approval of invoices and receipts for reimbursement; initiating and approving budget transfers, journal vouchers, credit card transactions, purchase requisitions and orders, travel and business expense claims, departmental deposits, petty
cash reimbursements, and facilities work orders etc.; and liaising with Financial Services. Holds independent decision-making for purchases deemed necessary for the smooth running of the department, within established budget parameters.

Manages and executes the Department’s salary operating budgets for approximately 50 temporary teaching and teaching assistant positions per annum. In collaboration with the Chair, proposes for review the annual course schedule and corresponding instructional teaching budget for Archaeology academic programs, including faculty teaching and research patterns. Reviews additional resource salary funds available through faculty research time stipends, Distance Education, SFU Vancouver, SFU NOW, SFU International, Fraser Institute College, and other special salary initiatives; uploads these salary projections to the budget system. Resolves salary issues as they arise (e.g., withdrawal of services) and ensures re-advertisement and hire of replacements while making adjustments to stay within budget allocation. Investigates new and additional funding sources.

Manages the disbursement of several departmental endowment income accounts used for undergraduate awards and oversees nomination packages sent to Financial Aid and Awards. Allocates these funds to supplement travel expenses associated with the offering of the annual departmental seminar series.

**Undergraduate Academic Advising**

Oversees the provision of academic advice, administrative, admission, and programming services to prospective and registered undergraduate students.

Provides academic advice and administrative support to prospective and registered undergraduate students (i.e., Honours, Majors, Joint Majors, Extended Minors, Minors and the Cultural Resource Management Certificate) in the absence of the part-time Academic Advisor, in accordance with University, Faculty and Department policies, procedures, and regulations.

**Curriculum, Course Planning and Scheduling**

Participates in long-range course planning by reviewing course enrollment patterns, identifying core program course requirements, and projecting academic resources and instructional needs for the development of course and teaching schedules.

Coordinates, prepares and executes the annual and semesterly undergraduate and graduate academic schedule according to faculty workload schedules and teaching preferences from faculty. Liaises with faculty and instructional staff to resolve scheduling conflicts and project enrollments, and prepares and submits final scheduling information to the Registrar's Scheduling Office in compliance with University scheduling policies. Approves all draft and final semesterly schedules of classes, the prerequisite report, mandatory supplemental course fees, and the final exam report.

Monitors and manages undergraduate registration activity each semester by reviewing course enrollments, determining section closures or additions, and maximizing enrollment opportunities within the parameters of program requirements, instructional budget constraints, and space limitations.

Liaises with other administrative units at the Vancouver and Surrey campuses, the Centre for Online and Distance Education, SFU International, and the Dean’s office.

Participates as a member of the undergraduate curriculum committee by providing information and advice regarding curriculum, course articulations, policies and procedures, past practice; compiling information and following up on committee action items. Assists in the development of new course and program initiatives.

Reviews semesterly calendar proofs to ensure senate and departmental updates are accurately reflected in the academic calendar. Liaises with Senate Services and Student Services personnel to resolve issues, as needed. Ensures calendar changes and proposals are reflected accurately in published departmental materials.

**Office Management/Staff Supervision**

Supervises CUPE and APSA support staff and provides a motivating, supportive, and rewarding work environment for by: maintaining current job descriptions, proposing significant responsibility changes and re-evaluations for
positions, initiating the recruitment of continuing and temporary staff, hiring staff, providing or directing the provision of training, determining development requirements, approving leaves, evaluating performance, initiating corrective action, handling grievances to step 2, etc. Coordinates administrative staff vacations, and authorizes payroll time and absence records for regular staff, temporary research assistants and work-study employees.

Provides a range of general operational and administrative support for the Department and the provision of information and advice regarding University, Department, and Program policies and procedures, etc., in response to requests from the Chair, Dean's Office, and University staff.

Attends all Department Meetings and provides the program manager’s report.

Monitors the updating and accuracy of information on the Departmental website.

### Instructional/Employment Management

Develops departmental hiring practices for TSSU, in collaboration with the Department and/or Graduate Chair. Ensures TSSU position advertisements adhere to TSSU Collective Agreement. Ensures all employees meet SFU employment and immigration standards (i.e. Visa, SIN, Worksafe BC).

Reviews departmental Time Use Guidelines and Workload Reviews for Teaching Assistants for accuracy and adherence to TSSU guidelines.

Works with the Chair to resolve unexpected vacancies and absences by sessional and teaching assistants.

### D. DECISION MAKING

**i) Makes decisions regarding:**
- Approval of all departmental budget expenditures within the scope of University and research grant policies and procedures and budgeted allocations
- Criteria to be included in projecting operational budget requirements
- The execution of operational budgets
- Capital allocation recommendations
- Academic advice to provide to students advisement
- The hiring of continuing and temporary staff hiring, staff development planning and work responsibilities, leave of absence requests, performance evaluation and corrective action, grievance handling to step 2, etc.

**ii) Refers decisions regarding:**
- Large unbudgeted expenditures
- Serious corrective actions for staff performance; grievances at step 2
- Decisions beyond the scope of University, Department and Faculty policies and procedures.

### E. SUPERVISION EXERCISED

Number of continuing employees reporting directly to the position: 3

Total number of continuing employees for whom the position has direct responsibility: 3*  

*Including Payroll for all departmental support staff, and up to 40 temporary employees
F. SUPERVISION RECEIVED

The incumbent assumes a high degree of autonomy with minimal direct supervision but meets regularly with the Director, Administration to review goals, progress and plans. The incumbent also works closely with Department Chairs, Director, Advancement, Associate Director, Advancement, Manager, Academic Programs, Communications Officer, and the Dean.

Working under general direction and guidance, acts independently in the execution of departmental goals and objectives (e.g., related to the operational budgets, course planning, and daily operational activities), ensuring overall smooth workflow of the department. Requests direction or guidance on contentious issues and/or matters falling outside existing policies and procedures or past practice.

G. UNUSUAL WORKING CONDITIONS

None

H. ENTRANCE QUALIFICATIONS

Bachelor's degree in Arts or Business Administration and four years of related experience which includes financial administration, human resource management, and post-secondary curriculum, planning and coordination OR an equivalent combination of education, training and experience.

- Excellent knowledge of standard university administrative and academic policies and procedures
- Excellent interpersonal and communication (oral and written) skills
- Excellent organizational, analytical reasoning, problem-solving, and conflict management skills
- Excellent oral and written communication skills
- Excellent editing skills
- Excellent financial administration skills
- Excellent supervisory and human resource management skills
- Skilled in the use of word processing, database, financial accounting, and spreadsheet applications, and standard information systems (e.g., Peoplesoft).
- Ability to work within broad parameters, with frequent interruptions, and meet tight deadlines
- Ability to exercise sound judgment and initiative.