Position Number: 7041

Position Title: Manager, Academic & Administrative Services

Department: Criminology

Position Reports To (Title): Director, School of Criminology

Date: February 15, 2016

Briefly describe the primary function and purpose of the position in one or two sentences

Reporting to the Director, School of Criminology, the Manager, Academic & Administrative Services manages the annual operating budgets for the School of Criminology and Applied Legal Studies and supervises the administration of research grants and contracts. The incumbent develops, plans, and prepares instructional, teaching assistant, and conference budgets. The incumbent oversees the provision of academic advice, administrative, admission, and programming services to prospective and registered undergraduate students. The incumbent participates as a member of the School’s Executive and Appointment Committees, Undergraduate and Graduate Curriculum Committees and M.A. in Applied Legal Studies Committee. The Manager supervises professional and clerical staff supporting both School and Research Centres and Institutes. The incumbent provides a range of general operational and administrative support for the School, twelve major Research Institutes and Centres and the Notaries Society. The Manager participates in the development and implementation of strategies to promote and support internal and external community engagement.

Starting with those you consider the most important, list and describe the main duties and responsibilities of the position. For each item start with an action verb and briefly describe WHAT is done, HOW it is done and WHY it is done. Indicate in the right hand column the percentage of time spent on each particular task.

Budget/Financial Management

Manages the annual operating budget for the department (approximately $4.84 million annually) by preparing salary and non-salary budgets, monitoring all expenditures, initiating and/or facilitating recoveries, liaising with Purchasing, recommending the allocation of funds, administering expenditures through the review and approval of invoices and receipts for reimbursement, initiating and approving all budget transfers, journal vouchers, purchase requisitions, travel and business 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 support in the administration of research, specific purpose, conference, institute, and center budgets ($1.440 million annually) by providing information to grantee holders regarding University policies and procedures, processing pre-approved budget transactions, administering research assistant appointments, and assisting in the reconciliation of expenditures to monthly
commitment reports as required. Liaises with Financial Services to resolve discrepancies.

Supervises the administration of research grants and contracts by providing guidance to the research budget assistant.

Assists in the development, planning, and execution of the instructional and teaching assistant budgets by projecting enrollment demand, course and course space requirements, temporary instructional teaching assistant needs, and expenditures and/or revenues; preparing draft budgets for the Director’s review and approval; monitoring the allocation of funds; and processing and approving appointments.

Ensures all Teaching Support Staff (TSSU) contracts and temporary instructor contracts are in compliance with the terms of the collective agreement and University policies and procedures. Oversees the generation of the temporary instruction contracts.

Researches, analyzes, and recommends operating and program funding requirements and budgets for projects, new initiatives, and partnerships for review by the Executive Committee.

**Undergraduate & Graduate Curriculum/Course Planning**

Participates as a member of the Undergraduate and Graduate Curriculum Committees and M.A. in Applied Legal Studies (MAALS), by providing information and/or advice on administrative issues for curriculum planning, course articulation and long-range course planning. Reviews course enrollment patterns, identifies core program course requirements, and projects academic resources and instructional needs for a large number and diverse range of course offerings (e.g., day, evening, distance education for all campuses) in order to support the School’s undergraduate and graduate degree, diploma and certificate programs.

Maintains accurate and up-to-date faculty teaching records for the School, including teaching workload inventory. Compiles all related information, including teaching patterns, course rotations, projected enrollments, departmental needs, and faculty preferences for course planning three semesters in advance for the Director. Drafts all course scheduling and assists Director in reviewing course scheduling; follows through subsequent discussions with faculty on all aspects of teaching through upcoming semesters.

**Human Resources Management**

Supervises APSA and CUPE staff supporting both School and Research Centers and Institutes by determining and planning staff resource requirements; maintaining current job descriptions, proposing significant responsibility changes and re-evaluations for positions; initiating the recruitment of and hiring continuing and temporary staff; providing or directing the provision of training; determining development requirements; approving leaves, evaluating performance, initiating corrective action, and handling grievances to step 2, etc. to provide a motivating, supporting, and rewarding work environment.

Advises on queries related to the interpretation and application of University policies and collective agreements in conjunction with SFU Human Resources Advisory Services and the Faculty’s Dean’s Office.

Advises faculty and Teaching Assistants on behalf of the Director as to responsibilities mandated under the terms of the University’s collective agreement with the TSSU by providing written instruction each semester (e.g. advising on the need to complete and review Time Use Guidelines and TA Evaluation forms).

Provides support to faculty by approving student/research appointments, work-study students, and independent contractor agreements; authorizes payroll.
Enters and approves bi-weekly payroll submissions for the School.

**Administrative Management**

Provides a range of operational and administrative support to the School, its twelve major Research Institutes and Centres, and the Notaries Society by participating in the review and development of collaborative initiatives and partnerships and;

Oversees the administrative coordination of computing teaching labs and administrative computer systems; manages a multi-level security structure, electronic access system and related policies and procedures.

Coordinates and supervises ancillary services, participates in space planning, and oversees renovations, installations and/or servicing and maintenance of equipment and information systems.

Oversees the development of the School’s website content and compiles, collects, and reports information in response to requests from the Director, School Executive Committee, Dean's Office, and Office of the Vice-President, Academic.

Prepares and manages ad-hoc projects by developing and administering project plans, evaluating and measuring outcomes, and preparing reports for the Executive Committee.

Oversees the development and implementation of strategies to promote and support internal and external community engagement. Participates in pan-campus and community events.

Ensures accuracy and currency of faculty teaching/research patterns and reviews Study Leave applications prior to submitting to the Dean’s Office for approval.

**D. DECISION MAKING:**

i) *Give some typical examples of the most important decisions 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 regarding the approval of budget expenditures within the scope of University policies and procedures and budgeted allocations; decisions regarding what criteria should be included in projecting budget requirements; decisions regarding capital allocation recommendations; decisions regarding pan-campus budget and student program management; decisions regarding professional and support staff continuing and temporary hiring, staff development planning and work responsibilities, leave of absence requests, performance evaluation and corrective action, and grievance handling to step 2; etc.

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

Decisions beyond the scope of University, School and Faculty policies and procedures; decisions that could potentially have political, diplomatic, and/or financial consequences for the School; decisions involving competing interests internal to the School; academic decisions concerning curriculum and faculty appointments; hiring/firing of Administrative Secretary to the Director; decisions involving unbudgeted expenditures; and decisions involving serious corrective actions for staff performance; grievances at step 2; etc.
E. **SUPERVISION EXERCISED:**

Number of employees reporting directly to the position: 4*

Total number of employees for whom the position has direct responsibility: 5

*Note: Provides administrative supervision to the research budget assistant in the administration of grants and contracts.

F. **SUPERVISION RECEIVED:**

Describe the extent to which the supervisor determines the day to day work load of the position and assists in the completion of duties. Explain the nature of guidance received and how often work is checked or reviewed.

Works under administrative direction and is expected to take initiative and responsibility for the daily operation of the School. The details of how administrative support and budget objectives are achieved are usually left to the incumbent, as long as established university procedures are followed. The incumbent structures the work unit and allocated work to subordinates without reference to supervisor to achieve the general objectives. From time to time, there will be a specific assignment from Director, in which case the objective and result(s) will be subject to review by Director.

Incumbent receives direction or guidance on contentious issues and/or matters falling outside existing policies and procedures or past practice.

G. **UNUSUAL WORKING CONDITIONS:**

Describe the unusual working conditions, specialized assignments or any other aspect of the work that should be considered in evaluating this position.

The incumbent must have the ability to multi-task, respond effectively to conflicting demands placed on her/him; for example, in times of budgetary constraint to maintain the level of service to students and academic staff and yet to effect cost-saving measures within the School in order to reduce the overall expenditure of funds in accordance with new budgetary limitations.

The incumbent may be required to work outside normal business hours in the event of unexpected deadlines.

H. **ENTRANCE QUALIFICATIONS**

Undergraduate degree and five years of related experience including experience in financial administration, human resource management, supervision and post-secondary curriculum advising, planning and coordination OR an equivalent combination of education, training and experience.

- Excellent knowledge of financial administration and experience in forecasting and budget management
- Excellent human resources management and supervisory skills
- Ability to work independently and to coordinate the work of others to meet assigned objectives
- Excellent organizational, analytical reasoning, problem-solving, and time management skills
- Ability to maintain strict confidentiality, exercise initiative, diplomacy and discretionary judgment
- Excellent consensus building and consultative decision-making skills
- Excellent interpersonal and communication skills (both oral and written)
- Skilled in the use of Enterprise level information systems covering financial and student records (FINS, HAP, FAST and SIMS); word processing, database and spreadsheet software
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- Intermediate knowledge of web design software systems and presentation applications
- Knowledge of University policies and procedures and applicable provision of collective agreements (i.e., CUPE, TSSU) and an ability to interpret and apply policy and procedures
- Good working knowledge of multi-level security and electronic access systems.

I. ORGANIZATIONAL RELATIONSHIPS

Indicate the appropriate blocks the title of the position to which this position reports and the titles of the positions reporting directly to it. If more detail is required, add additional blocks.