B. POSITION SUMMARY

Provides managerial and administrative support for the department of First Nations Studies. Manages the annual operating and specific purpose budgets, assists in the development, planning, and execution of instructional, teaching assistant, and conference budgets, provides academic advice and administrative support to prospective and registered undergraduate students, participates as a member of the undergraduate curriculum committees, supervises support staff, provides a range of general operational and administrative support, prepares undergraduate semester course schedules, participates in long range course planning, and monitors the undergraduate registration activity each semester.

C. DUTIES AND RESPONSIBILITIES

Student Advising (25%)

Provides academic advice to prospective and registered undergraduate students. Responsible for ensuring that students, receive correct advising in all aspects of their programs including reviewing transcripts of students each semester to check their progress and corresponding with students by phone, mail or in-person to alert them to potential problems.

Processes student registration including clearances, course changes and program approval through the Student Information System (SIMS). Has signing authority for all course changes, clearances and program approvals.

Provides liaison between Registrar's office and other departments to ensure accurate transfer of all changes to student records and confidential correspondence. Maintains accurate confidential files containing personal information on undergraduate students.

Responsible for ensuring that applications for admission are accurate and complete before forwarding to Admissions for processing.

Oversees the dispersal of general information to students in response to inquiries regarding the First Nations Studies and the referral of students to other departments for advising as appropriate.

Advises students regarding employment possibilities.

Reviews graduand transcripts and recommends graduands to the Faculty of Arts of Social Sciences.

Administration Services (40%)

Plans, coordinates and schedules undergraduate course offerings. Prepares and submits to scheduling each semester's course offerings.

Provides administrative assistance and advice to the Chair and members of the Joint Steering Committee regarding undergraduate curriculum and calendar changes. Coordinates changes to curriculum, prerequisites, and calendar. Assists in ensuring coherence of undergraduate program. Proofreads registration timetable, university calendar entries, and other program-related university promotional material.
Monitors faculty teaching loads and patterns with regards to course scheduling. Proposes course planning with respect to faculty leave, budget considerations and frequency of course offerings.

Determines how many sessional positions will be needed each semester based on budget allocation. Consults with and makes recommendations to the Chair.

Initiates advertising and hiring procedures for sessional and limited term instructors; directs the collection of applications and CVs; and distribution of ballots to all members of the Joint Steering Committee for selection purposes; compiles ballot results and concludes appointment procedures; oversees the preparation and processing of sessional instructor appointments in accordance with university policies and procedures. Monitors records and advises faculty and sessional instructors regarding terms of appointments, policies, procedures and deadlines, providing assistance as required.

Oversees the travel, motel and car rental arrangements for sessional instructors and Joint Steering Committee members.

Directs the scheduling of day-long meetings of the Joint Steering Committee; prepares agendas and attends meetings; reviews the accuracy of meeting minutes; and initiates action on motions passed by the Joint Steering Committee.

Evaluates transfer credit and makes recommendations to the Chair or designate. Directs the collection and timely submission of final grades.

Manages the efficient operation of the general office, and ordering of supplies and materials from Central Stores.

Supervises 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 and handling grievances to step 2. Coordinates administrative staff vacations, and authorizes payroll time and absence records for regular staff, temporary research assistants and work-study employees.

Compiles the faculty Teaching Workload Analysis report for submission to Institutional Research and Planning (IRP).

Consults with Ceremonies and Events to coordinate annual convocation and ensures programs are printed, regalia for graduands and dignitaries are ordered and that invitations and medals are ordered and distributed.

**Budget (35%)**

Manages and administers the operating budget, PDF budget, Dr. Aimee August Scholarship Award and Province of B.C. operating grants by initiating, preparing and processing transfers and payments to and from cost centres.

Monitors and reconciles monthly financial statements and draws variances to the attention of the Chair.

Administers and monitors expenses such as salaries, benefits, travel and telephone to ensure budgets are reimbursed accordingly.

Plans and projects financial requirements each fiscal year for the operating, capital and temporary instruction budgets for review and approval by the Chair. Recommends allocation of funds to cost centres in the operating budget.

### D. DECISION MAKING

1. **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?**

   - Recommends allocation requirements for the Temporary Instructional budget to ensure continuity in course offerings.
   - Prepares operating budget submission referring to previous year’s submission and the year-end report.
   - Schedules courses for each semester’s offerings by consulting with faculty regarding preferences.
   - Authorizes expenditures to support the smooth operation of the program.
• Interviews, hires, and supervises CUPE support staff position.
• Makes decisions to waive pre-requisites for course selection.
• The incumbent will be able to rely on established policies, however many decisions will require judgment based on an individual's background.
• Makes decisions regarding CUPE grievances to step 2 of the grievance procedure.
• Makes decisions regarding the hiring of temporary support staff.
• Makes decisions regarding the approval of staff vacation and/or absences; performance evaluation and disciplinary actions.

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

• Student requests for course waivers on required courses.
• Situations involving academic dishonesty or student complaints re: course instruction.
• Non-budgeted expenses.
• Academic or personnel issues not covered by program, faculty, or university regulations.

## E. SUPERVISION EXERCISED

Number of continuing employees reporting directly to the position: 2

Total number of continuing employees for whom the position has direct responsibility: 2

## F. SUPERVISION RECEIVED

Works independently and is responsible for the daily operational activities. Receives direction or guidance on contentious issues and/or matters falling outside existing policies and procedures or past practice.

## G. UNUSUAL WORKING CONDITIONS

Constant demand on time with varied concerns, advice and planning requiring the incumbent's expertise and understanding of the practices of the First Nations Studies department.

## H. ENTRANCE QUALIFICATIONS

Bachelor’s degree in Arts and two years of related experience in financial administration, human resource management, and post-secondary curriculum advising, planning and coordination, or an equivalent combination of education, training and experience.

- Good knowledge of post-secondary education and academic programming.
- Excellent organizational, analytical reasoning, problem-solving, and conflict management skills.
- Excellent interpersonal and communication (both oral and written) skills.
- Excellent financial administration and human resource management skills.
- Excellent advising skills.
- Ability to interpret and apply policies.
- Ability to exercise discretion, mature judgment, initiative and diplomacy.
- Ability to work within broad parameters, with frequent interruptions, and meet tight deadlines.
- Proficient in the use of standard office applications and enterprise level information systems (e.g., MS Office, PeopleSoft).