



# Administrative Coordinator

Administration

School of Business

**Job Posting:** U17-188      **Closing Date:** December 8, 2017  
**Position Type:** Full-time/ Regular      **Location:** Interurban Campus  
**Start Date:** January 2, 2018  
**Schedule:** Monday - Friday; 8:00 am - 4:00 pm (35 hrs/week)  
**Salary:** Pay Grade 15; \$30.65 to \$32.90 per hour  
**Replaces:** S. Doutre (T. Morris incumbent in term position)

Applications for this posting will be accepted from current employees and the general public who meet the minimum qualifications of the job. Regular employees as defined in the CUPE Collective Agreement shall be considered prior to all others.

## GENERAL STATEMENT

As a key member of the school/department Leadership Team, the Administrative Coordinator has an operational focus and is responsible for managing the operation and human resources of the school office. This position provides exceptional leadership, developing an effective cross-functional team to provide quality service to support the development and achievement of the Camosun Strategic Plan, the Dean's/Director's vision and the school business plan. As the key School Budget Officer, the Administrative Coordinator, in collaboration with the Leadership Team, ensures resources are utilized appropriately, financial information is available and reliable, and applicable policies and procedures are adhered to. The Administrative Coordinator works with a high volume of complex information and materials that may be of a confidential and sensitive nature.

## TYPICAL DUTIES

### ***Budget***

- In collaboration with the Chairs and Assistant to the Dean/Director, prepares, supports, and monitors the School budget and its development process; acts as a resource person on the financial and reporting requirements; Authorizes expenditures to the prescribed limit
- Cross-references and analyzes employee contracts to budgets and the timetable to ensure the school/division adheres to the allocated resources;
- Collaborates with the Finance and Human Resources departments in order to resolve common issues;
- Coaches Chairs, Program Leaders or Coordinators in the management of individual departmental and program budgets;
- Analyzes and prepares budget reports and presentations;
- Develops and manages the budgets for special projects, as required;
- Explains purchasing options and demonstrates the purchasing/accounting systems to faculty and staff;
- In consultation with the Dean/Director, manages the office budget by approving expenditures and resolving errors; oversees purchasing processes and managing petty cash.

### **Human Resource Administration**

- In collaboration with the Dean/Director establishes goals for the office to align with the strategic and school plans;
- Supervises school office staff, including recruitment, performance management, attendance management; orients new office staff and participates in the recruitment and orientation of others to the school and ensures coordination of office allocation;
- Anticipates, acts in collaboration with the Leadership Team or recommends, designs, implements, and modifies school guidelines and procedures for the school/division; educates school staff on their use; Acts as a resource on existing college policies and school procedures;
- In collaboration with the Leadership Team, anticipates, organizes, prepares, and oversees all processes, and documents for the school such as employee contracts, attendance management, leaves of absence, vacation, professional and scheduled development;
- Ensures personnel records are maintained for the school/department;
- Researches and advises on appropriate action for personnel matters, including interpretation of the collective agreements;
- Coordinates the evaluation and performance review systems for the school;
- In collaboration with the appropriate person(s), uses discretion in handling personnel issues, apprising the Dean/Director as necessary, and making recommendations for the resolution of support staff personnel and/or administrative conflicts, maintaining a high standard of confidentiality; directs customer service standards for the office personnel.

### **Student Matters**

- Ensures information is provided to students on programs, courses, policies and procedures;
- Advises on and resolves student concerns where possible, referring to other sources as appropriate; supports Chairs or faculty in the process of resolving student issues;
- In collaboration with the Assistant to the Dean/Director, supports and monitors for quality assurance School initiatives on marketing and student recruitment.

### **General**

- On own initiative, or as directed by the Dean/Director, develops, directs and coordinates special projects, tasks, and events, ensuring the timely and successful completion of such assignments;
  - Interprets, manages, coordinates and communicates large volumes of complex information;
  - In collaboration with the Leadership Team, ensures new procedures and program implementation receive operational support, mentoring and coaching as required;
  - Determines best solutions and coordinates administrative and operational support to school departments;
  - Participates on, often leading and/or coordinating administrative requirements for, college and school committees, and projects, as required;
  - Ensures the coordination of administrative and operational support for ongoing school and college-wide activities such as calendar preparation, curriculum changes, timetable and exam scheduling, graduation events, open houses and career fairs;
  - Liaises within the school and with other college personnel or external contacts on operational matters;
  - Leads change initiatives as required by the Dean/Director or in collaboration with others;
  - In the absence of the Assistant to the Dean/Director, supports the strategic activities of the School;
- Performs other related duties similar in scope and complexity.

## **QUALIFICATIONS**

Undergraduate degree plus six years of senior, administrative-level experience, two of which are in a post-secondary, unionized environment, with a progressively increasing scope of responsibility, and which also includes two years of supervisory and budget development/management responsibilities, or an equivalent combination of education and experience.

- Training and proven ability in supervision and human resource processes;
- Strong accounting and financial management skills, including budget control responsibilities;
- Excellent organizational, presentation, communication skills, and interpersonal skills;
- Demonstrated ability to be multi-task-oriented, self-directed, to make decisions, and to meet deadlines and changing priorities while maintaining a high level of service;
- Strong understanding of complex organizational systems and structures;
- Exceptional administrative skills including the ability to work independently, perform well under pressure, deal effectively with non-routine matters, take responsibility, display initiative, and problem-solve;
- Advanced proficiency in all aspects of Microsoft Office suite;
- Superior accuracy and professional judgment.

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All interested candidates are encouraged to apply; to be considered for employment, applicants must meet the qualifications of the position and be eligible to work in Canada.

Apply online at [www.camosun.ca/careers](http://www.camosun.ca/careers). We would like to thank everyone in advance for applying as only those selected for an interview will be contacted.

***Camosun College is an Equal Opportunity Employer***