



## BCGEU POSITION DESCRIPTION

---

**POSITION TITLE:** Administrative Coordinator, University Senate

**JOB NUMBER:** 812

**DEPARTMENT:** Office of the University Secretary

**PAY LEVEL:** 13

**DATE CREATED:** February 2022

**DATE REVISED:** N/A

---

### PRIMARY FUNCTION

The Administrative Coordinator, University Senate performs a variety of administrative duties in support of the Senate Office, using a comprehensive knowledge of governance, the university's academic goals/standards as well as institutional policies and procedures. The incumbent plans, analyzes and interprets complex operational issues (i.e. scheduling, workloads), researches options, recommends and implements solutions. The Coordinator also provides leadership and supervision to support staff, the Vice Chair of Senate and Senate Committee Chairs.

### JOB DUTIES AND TASKS

1. Full autonomy to provide leadership and supervision to staff including employee training and development, coaching, facilitation, conflict resolution, conducting performance reviews and making recommendations for role changes and cross-training. Manage and schedule staff coverage, problem-solve staffing issues, advise University Secretary of problem areas and recommend follow-up action where required.
2. Contributes to, or leads, the operationalization of new initiatives, ensuring systems, processes and structures are in place to support the administration of new initiatives.
3. Plan and chair staff meetings, ensuring open discussion and problem solving of common issues.
4. Lead and/or delegate continuous improvement activities for administrative processes. Liaise with Administrative Coordinators and staff in other Faculties to share and develop best practices.
5. Analyze, evaluate and monitor current administrative practices; including full decision-making authority to develop and implement changes to administrative duties of staff as needed.
6. Oversee and coordinate the preparation of Senate calendar. Consult with and provide advice to Committee Chairs to ensure alignment with academic needs. Ensure scheduling timelines are met, workload obligations are fulfilled and collective agreements are adhered to.
7. Approve timesheets, schedules, vacation and overtime for support staff.
8. Coordinate selection process and hiring of support staff by developing search tools, participate on search committees and conduct reference checks.
9. Develop, maintain and update procedure and training manuals.
10. Lead and coordinate special projects on behalf of the Senate Office as requested by the University Secretary.
11. Research, gather and compile information, analyze data to produce various documentation, such as reports, contracts, forms and memos for distribution to appropriate internal and external personnel.
12. Assume a leadership role in committee meeting organization and coordination to ensure regular and productive meetings.
13. Coordinate committee meetings by initiating and formulating meeting agendas; scheduling and participating in meetings, liaising with committee chairs, members and other key party members,



following up and/or take action on items, preparing correspondence as needed, and recording and transcribing minutes.

14. Ensure that all documents sent for approval are placed on appropriate agendas and that accurate follow-up notes are communicated in a timely manner to the Vice Chair, program proposal developers, and other related parties.
15. Prepare manual and electronic tracking systems to maintain files and permanent records and to document workflow pertaining to the daily operations of Senate committees.
16. Enter and retrieve information as required and keep files up to date in accordance with the program approval process.
17. Answer and direct incoming calls and inquiries as they relate to the functions of designated committees. Determine the nature of requests and exercise quick and accurate judgment regarding the priority of requests.
18. Draft and prepare a wide variety of correspondence, manuals, forms and other written materials, including those of a politically sensitive nature as they relate to the business of critical Senate committees.
19. Receive, open and distribute correspondence relating to committee business, as appropriate.
20. Develop, maintain and update the Senate Web site ensuring up-to-date content for Committees, as appropriate.
21. Ensure correct files are sent to the Office of the Provost and Vice President, Academic for posting to Post Secondary Institution Proposal systems (PSIPS).
22. Coordinate and conduct meetings, events, training sessions and/or workshops as they relate to Senate.
23. Participate in the analysis and evaluation of budget reporting needs of division. Support and assist departments with mid-year and capital budget requests/process and respond to queries.
24. Initiate and produce various financial forms or contracts. Provide direction, verify accuracy and completeness, correct discrepancies, distribute to appropriate person/department for processing.
25. Develop an operational budget monitoring and tracking system to ensure that limits are maintained; bring problematic areas to the attention of the University Secretary.
26. Assess, generate and extract budget information as required, compile and analyze data to produce reports for budget discussions and decisions.
27. Authorize staff expenses and operational budget items up to a set limit, determined by the University Secretary.
28. Initiate and authorize divisional budget fund transfers.
29. Respond to discrepancies such as contracts, accounts payable, and invoices; ensure follow-up and resolution.
30. Develop and administer project budgets.
31. Monitor operating budgets, troubleshoot and resolve issues to ensure expenses are allocated appropriately.
32. Determine information management needs for a variety of information systems for the Senate Office (e.g. document storage, budget management).
33. Work with IT and other departments to develop systems and workflows that meet the needs of the Senate office. Represent the Senate Office on KPU committees to enhance processes as needed.
34. Facilitate the maintenance and development of office systems, recommending and implementing changes.
35. Set up document management systems and ensure quality and integrity of data entered. Provide information, guidance and advice in the development of new and enhanced systems, ensuring the administrative needs of the Faculty are met.
36. Provide training and resources to staff to support implementation of new and revised systems.
  - a. Provide input and recommend and implement changes to practices and procedures.
  - b. Exchange information with internal and external agencies. Exchange information with other departments regarding Senate practices, procedures and program information.
  - c. Oversee Senate events development and planning; provide advice and direction to support staff. Approve expenditures ensuring budget limits are met and maintained.
  - d. Represent the department on committees and community events, as required.



- e. Assist support staff when required.
- f. Other related duties as assigned.
- g. Contributes to and promotes a safe, respectful, and inclusive work environment by adhering to University policies and procedures and completing mandatory training programs.

**SUPERVISION RECEIVED:**

This position reports to the University Secretary.

**SUPERVISION/DIRECTION EXERCISED:**

This position supervises 1 support staff in the Senate Office.

**PHYSICAL ASSETS/INFORMATION MANAGEMENT:**

Set up and maintain multi-user filing systems.

**FINANCIAL RESOURCES:**

Monitor operating budgets. Approval of staff timesheets, expense reports, and cheque and purchase requisitions. Oversee purchase of services and supplies up to a set limit. Maintain an institutional credit card. Manage budgets for special events and projects.

*The above statements reflect the general details considered necessary to describe and evaluate the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.*

**EMPLOYER REQUIRED KNOWLEDGE SKILLS AND ABILITIES**

1. Sound knowledge of academic disciplines, programs and terminology.
2. Experience and success in data gathering, analysis and report writing to support evidence based decision making.
3. Demonstrated ability to perform advanced word processing skills (50 words/minute) as well as proficiency in MS Office 2007, Internet/Intranet applications, Lotus Notes, and Outlook.
4. Demonstrated ability to maintain confidential information as well as exercise discretion and strong judgment in handling sensitive information.
5. Demonstrated ability to accurately record and transcribe meeting minutes. Experience with Robert's Rules of Order or Parliamentary Procedure.
6. Demonstrated ability to successfully plan and coordinate activities and projects and provide leadership and direction to team members
7. Exceptional problem solving skills and ability to identify, develop and implement solutions to complex issues. Superior organizational skills with the ability to effectively prioritize tasks in an office environment with frequent interruptions and changing demands.
8. Ability to develop flexible approaches toward work procedures in a dynamic work environment.
9. Strives for continuous improvement and encourages the same in others. Demonstrated ability to collaborate with others to establish and implement best practices.
10. Excellent communication skills including the ability to communicate effectively both in writing and verbally.
11. Ability to establish and maintain effective working relationships with university administration, faculty, staff and students.
12. Ability to patiently and effectively communicate with a diverse range of people and situations.
13. analytical skills, including problem-solving and needs analysis.
14. Demonstrated numerical and statistical competency, experience with budget development and monitoring.



15. Proven ability to work independently and function successfully as a member of a team.
16. Proven ability to display initiative, discretion and meet changing priorities, to work on multiple tasks simultaneously; meet deadlines and make responsible decisions.
17. Demonstrated ability to respond to inquiries and complaints and resolve issues in a timely and appropriate manner.
18. Demonstrated experience with planning and organizing special events.
19. Valid BC driver's license and access to a vehicle for travel to off-site meetings is required.
20. Availability to work evenings, as required.

**EMPLOYER REQUIRED EDUCATION & EXPERIENCE**

1. A Bachelor's degree from a recognized post-secondary institution and five years related experience that demonstrates increasing levels of responsibility, preferably within a post-secondary work environment, or an equivalent combination of education, training and experience.
2. A minimum of two years leadership and supervisory experience, including completion of performance evaluations, preferably in a unionized environment.
3. Experience with governance structures, preferably in a public sector environment.

---

Knowledge Skills & Abilities revised:

---



**EMPLOYEE ACKNOWLEDGEMENT**

I have read this Job Description and fully understand and acknowledge the requirements set forth therein. I understand this is to be used as a guide.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date