



## JOB DESCRIPTION

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| <b>JOB TITLE:</b>      | Administrative Coordinator - Academic |
| <b>DEPARTMENT:</b>     | Academic Office                       |
| <b>RESPONSIBLE TO:</b> | Vice President Academic and Dean      |
| <b>STATUS:</b>         | Regular Staff Position – full time    |
| <b>CLASSIFICATION</b>  | grade level                           |

*REVIEWED AND UPDATED: August 2026*

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**OVERVIEW:** The Administrative Coordinator Academic Office provides administrative support to the Vice President Academic and Dean and is responsible for a variety of administrative tasks to facilitate the academic cycle. This role is wide-ranging and has numerous responsibilities to ensure professional and timely delivery on all academic matters that contribute to the efficient administration of the Academic Office.

**SUPERVISORY FUNCTIONS:** none

### **ESSENTIAL FUNCTIONS OF THE JOB/ROLES AND RESPONSIBILITIES:**

#### **1. Organizational Tasks for the VP Academic/Dean and Registrar– Academic Office**

- Manage the daily calendar of appointments, both recurring meetings and emerging requests. Ensure VP Academic/Dean is well-informed of upcoming commitments and responsibilities and has all required documentation in place
- Assist in planning for meetings, including scheduling, logistics, preparing and distributing agendas and other materials, recording and distributing minutes and tracking action items (e.g. Curriculum, Instruction and Academic Policy Committee)
- Maintain a variety of files for the Academic Office, including faculty files, tenure application and review files, Research Ethics Board files, program review files, course syllabi, student course evaluation, student disciplinary and appeal files
- Anticipate, initiate and prioritize activities contained within the Academic Cycle
- Update on an annual basis various academic documents (e.g., Academic Cycle; Faculty Publication report; Handbook for Sessional Instructors)
- Assist in preparation of annual course offerings and scheduling, coordinating with Vice President Academic and Dean, School Directors and Registrar, as needed

- Update the University College Academic Calendar in consultation with the Vice President Academic and Dean; distribute the updated academic calendar annually to faculty and leadership
- Work collaboratively with colleagues in the School for Continuing Studies and College for Officer Training to ensure seamless delivery of academic programs
- Assist the Registrar in responding to enrollment-related inquiries related to timetable, course offerings and registration
- Respond to student requests for transcripts, special letters, and official requests for confirmation of enrollment by various agencies
- Assist School Directors with miscellaneous duties as they arise (e.g., contracts for sessional faculty)
- Answer student questions related to academic calendar information.
- Process mail as per institutional policy

## **2. Managerial Responsibilities for the Academic Office**

- Maintain familiarity with key policies managed in the Academic Office
- Draft letters and documents; respond to routine correspondence
- Review minutes from Senate and Committee meetings to note actions requiring follow up within the Academic Services Office (e.g., course and program changes, policy changes, etc.)
- Process invoices and track budget expenses
- Arrange travel and accommodation; process mileage claims and credit card statements
- Maintain accurate and current data for sessional contracts and process them for HR
- Update sessional contracts framework spreadsheet as required.
- Be available to unlock classrooms for instructors during the Fall/Winter/Spring terms.
- Monitor and stock classroom supplies in Waldron classes (markers, erasers, flipchart etc.)
- Process regular session textbook forms
- Post faculty office hours, assign office space and distribute keys to sessional faculty
- Disseminate and collect student feedback forms; distribute results to Faculty and VP after final grades have been submitted
- Maintain Academic Services web content (excluding SCS)

## **3. Special Projects: Research and Writing**

- Support special initiatives undertaken by the VP's office (e.g. Strategic Enrolment Planning, Accreditation)
- Undertake special assignments and research projects as directed, integrating information, and presenting results to Vice President Academic and Dean

## **4. Events Coordination and Participation**

- Participate in planning and preparation for special events including convocations, registration/orientation, and sessional orientation
- Provide administrative support as back-up for front desk reception coverage as required

## **QUALIFICATIONS**

## **1. Required**

- **Experience in or understanding of post-secondary educational institutions**
- Satisfactory criminal and vulnerable persons record check
- Fully supportive of the integration of faith and learning in a Christian university-level setting and a commitment to the Mission of Booth University College
- Post-secondary training of one year or more in office administration (or equivalent)
- 7 years of progressive work experience in administrative support, with at least 3 years handling complex administrative tasks and/or providing senior management support
- Advanced skills in Microsoft Office applications, especially Word and PowerPoint; demonstrated competence in spreadsheet and database application
- Technological competence to accomplish own tasks and assist/guide faculty in the use of website, databases, hardware/software, social media to facilitate the work of the Academic Office
- Strong interpersonal skills with ability to maintain excellent working relationships across the University College
- Excellent verbal and written communications skills including strong proof-reading skills
- Ability to exercise sound judgment and discretion in responding to internal or external requests and in dealing with sensitive and confidential information
- Ability to work efficiently, with limited supervision.
- Strong planning and organizing skills to deliver on multiple priorities and deadlines.

## **2. Assets (Preferred Qualifications)**

- Knowledge of The Salvation Army
- Possess active listening skills with the ability to practice patience

*(The description of essential functions above illustrates various types of work performed but is not all-inclusive. Other duties may be assigned by your supervisor. Given the nature of the organization and the workload, it is expected that all employees be flexible. Booth University College may revise the job description, title, reporting relationship and job duties.)*