BCGEU POSITION DESCRIPTION

POSITION TITLE:	Academic Project Coordinator	**JOB NUMBER:**	823
REPORTS TO:	Divisional Business Manager, Office of the Provost	**INCUMBENT:**	
DEPARTMENT:	Office of the Provost	**DATE CREATED:**	**June 2022**
JOB CLASS:	13	**DATE REVISED:**	

PRIMARY FUNCTION

Reporting to the Divisional Business Manager in the Office of the Provost, the Academic Project Coordinator is responsible for supporting academic projects and initiatives such as the Climate+ Challenge and Work-Integrated Learning in the Office of the Provost, and will function as the lead staff in providing direct administrative support, coordination and research to the key parties identified by the Provost. The incumbent will be responsible for coordinating and managing the day-to-day operations for the given academic projects and initiatives, including being the point of contact person on both initiatives for the institution and external key parties.

JOB DUTIES AND TASKS

1. Develop, manage and maintain multiple, shared databases and complex documentation including but not limited to MS Teams and Excel spreadsheets, tracking project and workflow statuses, providing communication updates to and follow-up with faculty members and relevant key parties inside and outside the University.

2. Act as first point of contact for the given projects and liaise with project teams, faculty members and other internal and external key parties on behalf of the given academic projects and initiatives.

3. Engage and liaise, and provide information and guidance to KPU administrators, faculty and other internal and external key parties on the given academic projects.

4. Provide guidance on administrative processes and issues.

5. Track and maintain permission for sharing student work.

6. Organize and attend internal and external meetings in support of key academic projects. Accurately record, transcribe and distribute minutes to committee members and other key parties, and follow-up on action items.

7. Coordinate and formulate meeting agendas by reviewing prior meeting minutes, setting agendas with key parties, following up on action items, current issues and consulting with the key parties.

8. Extract and assess budget and financial information and records (paper and electronic) using the FAST Finance Reporting System, and prepare related reports.

9. Monitor expenses and track financial transactions and accounts. Analyze, reconcile and report variances.

10. Submit accounts receivable requests and assist with the administrative processes for honoraria disbursement.

11. Develop, plan and execute internal and partner-based events in support of the academic projects and initiatives across the University, including logistical support and liaising with relevant departments and service areas at KPU and external members of the community.

12. Act as a representative on the given academic projects and initiatives on committees and community events, as required.

13. Develop, (re)design, produce and implement marketing, as well as web, print and digital communication and promotional materials for KPU and external partners, including forms and templates, newsletters, presentation materials.

14. Develop, (re)design, implement and maintain academic project websites, including such systems as WordPress, Drupal and SharePoint.

15. Review, track, maintain and report on participation records on the given academic projects and initiatives, including number of courses, data on faculty members and students each term.

16. Create, format and distribute related documentation on program performance for given academic projects and initiatives, including update and project reports, memoranda, correspondence, spreadsheets and databases and other relevant documentation as needed.

17. Conduct internet and library searches, and other research from a variety of internal and external resources to gather and compile data and information as identified by the Office of the Provost.

18. Maintain currency with and familiarity on standard practices and relevant policies at external organizations in support of academic projects and initiatives as identified by the Office of the Provost.

19. Provide support in budget and administrative processes for student assistants for the given projects, and other funded initiatives in support of the Office of the Provost.

20. Coordinate timesheets and supervise student assistants in support of the academic projects and initiatives in support of the Office of the Provost.

21. Contribute to and promote a safe, respectful, and inclusive work environment by adhering to University policies and procedures and completing mandatory training programs.

22. Other duties as assigned by the key parties identified by the Provost in the Climate+ Challenge & Work-Integrated Learning strategies and the Divisional Business Manager, Office of the Provost.

SUPERVISION RECEIVED:
1. This position reports to the Divisional Business Manager, Office of the Provost.
2. With guidance from key parties identified by the Provost in academic initiatives such as the Climate+ Challenge & Work-Integrated Learning strategies regarding project priorities, set objectives and develop timelines to achieve scheduled commitments.

SUPERVISION/DIRECTION EXERCISED:
1. Establish goals and objectives, assigns tasks and monitor work progress.
2. Monitor and assesses overall project performance.
3. Supervise student assistants.

PHYSICAL ASSETS/INFORMATION MANAGEMENT:
1. Research and gather information and data from a variety of internal and external sources such as articles, reports and statistics.
2. Organize, develop, coordinate and maintain database(s) and multi-user information system.

FINANCIAL RESOURCES:
1. Maintain budgets and financial administrative records (paper and electronic in FAST budgeting system).
2. Monitor expenses and track financial transactions and accounts in FAST budgeting system.
3. Submit accounts receivable requests and process honoraria disbursement.

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

- Highly motivated and creative to meet the challenges within a complex and evolving university environment
- Demonstrated professionalism in establishing interpersonal relationships, managing conflict and in working effectively with a diverse range of people. Demonstrated ability to develop or elicit professionalism in others.
- Demonstrated ability to exercise a high level of initiative and work independently with minimal supervision.
- Demonstrated ability to exercise good judgment, particularly in successfully recognizing, analyzing and resolving problems.
- Ability to exercise a high level of initiative, responsibility and attention to detail.
- Demonstrated experience with event management, organizing and implementation of meeting, activities and events.
- Proven ability to comprehend, communicate and comply with a wide range of information including legal, policy and financial documents.
- Excellent interpersonal and communication skills, and a demonstrated ability to exercise high level of tact and diplomacy in dealing with a wide range of contacts. Experience in public speaking would be an asset.
- Excellent written communication skills with proven ability to compose standard forms of business communication such as letters, email, memoranda, minutes, statistical and informational reports, and web, print and digital communication.
- Excellent organizational skills with proven ability to embrace changing priorities and ambiguity, to work on multiple tasks simultaneously, to meet deadlines and to maintain high levels of client service while working in a high pressure/rapidly changing environment.
- Demonstrated knowledge and understanding of information and data analysis.
- Proven ability to develop and maintain effective administrative procedures, standards and benchmarks in a systematic, organized fashion.
- Demonstrated intermediate level of competency with Microsoft Office products including Word, Excel, PowerPoint; Outlook, Explorer, Access or other database software, SharePoint, Drupal and other web design software. Working knowledge of Banner would be an asset.
- Minimum of 40 wpm keyboarding skills.
- Must be able to work independently and as a team player.
- Proven ability to manage multiple projects simultaneously.

- Must be able to work on multiple campuses and must be able to work a flexible schedule including occasional evenings and weekends.
- Possession of a valid driver's license is required.

EMPLOYER REQUIRED EDUCATION & EXPERIENCE
- Bachelor's Degree in education, liberal arts, social sciences, business or other similar field is required.
- Three (3) years of related experience in a post-secondary environment working in the area of research, administration, or an equivalent combination of education, training and experience.

- Previous experience with work-integrated learning in a university, government project, non-profit or agency is highly desirable.

Knowledge Skills & Abilities revised: