#### Trent University LogoOPSEU JOB DESCRIPTION

**Job Title:** Academic Coordination Assistant

**Job Number:** A-420 | VIP: 1675

**Band:** OPSEU- 5 (Subject to review)

**NOC:** 1221

**Department:** Trent/Fleming School of Nursing

**Supervisor Title:** Dean, Trent/Fleming School of Nursing

**Last Reviewed:**  July 16, 2021

#### **Job Purpose:**

Under the general supervision of the TFSON Dean and the leadership of Academic Coordinator, provides administrative support to the Academic Coordinator, the PN to BScN Coordinator and Trent faculty teaching at the George Brown site

#### Key Activities:

**Student Support**

1. Screens academic advising emails to identify students whose questions and concerns can be dealt with by the administrative assistant and refers those that cannot to the Academic Coordinator.
2. Student contact person for the PN to BScN program
3. Coordinates academic advising and student support for students in the PN to BScN program under the guidance of the Academic Coordinator
4. Arranges appointments for the Academic Coordinator.
5. Interprets academic policies and procedures for students
6. Supports Academic Coordinator in coordinating and delivering departmental student support programming.
7. Maintains currency of Nursing Student handbooks under the guidance of the Academic Coordinator.
8. Maintains tracking systems for student academic progress

**Planning**

1. Supports the Academic Coordinator in planning and coordination of all annual student orientation sessions and the student fora that are held each semester.
2. Supports the Academic Coordinator in the development and maintenance of the TFSON website. Ensures the timely posting of import updates to students (e.g., waitlists, timetable changes, course outlines, guidelines, and department policies).
3. Supports the Academic Coordinator in the development and maintenance of the BScN Intranet site. Ensures current policies, procedures and accompanying forms are accessible to students.
4. Supports the Academic Coordinator in planning and realizing summer orientation for new students
5. Supports the Academic Coordinator in planning, organizing School open houses and site visits.

**Operations**

1. Liaises with the PN to BScN Coordinator and George Brown College to support the scheduling of PN to BScN courses at the George Brown Site.
2. Supports the Academic Coordinator in scheduling of courses at the Peterborough site
3. Coordinates the evaluation of transfer credits and prerequisite waiver requests under the leadership of the Academic Coordinator.
4. Other duties as needed.

#### Education Required:

College Diploma (2 year) in Secretarial Course.

#### Experience/Qualifications Required:

* Three years of general and one year of directly-related office experience in an unstructured setting to demonstrate the ability to function under only general direction; or a reasonable equivalent combination of education and experience.
* Word processing/computer knowledge and experience necessary. Experience in Word, Excel, Word Perfect required.
* Excellent interpersonal and communication skills, comfortable working closely with faculty and students.
* Excellent organizational skills and demonstrated ability to take initiative as essential; must be able to work independently.
* Website training or experience in design, development, and/or maintenance an asset
* Some knowledge of Trent University a definite asset.

#### Supervision:

* No formal supervision of others is required.