

**Posting #24-120CU(E)**

## **Administrative Coordinator Faculty of Human and Health Sciences Term, Full-time (6 months)**

### **Purpose**

Reporting to the Dean, and supporting the Faculty of Human and Health Sciences, the Administrative Coordinator (AC) is responsible for performing, coordinating, and implementing a wide variety of administrative duties within the Faculty of Human and Health Sciences. The AC liaises extensively with other coordinators, various academic and administrative units on campus, and with multiple external agencies and individuals. Much of the work is confidential and sensitive in nature, therefore the incumbent must maintain an acute awareness of these issues and a high level of professionalism.

In addition, the AC provides oversight of other administrative support staff and leads the overall coordination of administrative supports and services provided in order to maintain standards of excellence, workload distribution, efficiency and consistency across the Faculty.

### **Responsibilities**

Duties include but are not limited to:

- Working closely with the Dean, and other academic and administrative leaders within the Faculty, to oversee administrative workflow and tasks;
- Coordinating effective communication, problem solving and collaboration among the Faculty administrative support team, academic and administrative services units (including Human Resources, Finance, Contracts and Supplies, Registrar, Student Affairs), across the Faculties, and other senior administrators (e.g., Office of the President, Provost) to ensure positive relationships and outcomes that support University priorities and plans;
- Ensuring issues raised within the Faculty are triaged and dealt with or referred as appropriate, subsequently tracking the issue to ensure follow up and/or resolution;
- Building a quality team-based work environment;
- Developing administrative staff by providing information and training, mentorship and coaching, and encouraging growth opportunities;
- Initiating cross training of Administrative Assistants to enhance the quality support provided to the academic units and the Faculty;
- Supervising team performance, feedback and celebrating achievements;
- Providing guidance, coordination and general day to day direction to other administrative staff in the Faculty;
- Implementing and coordinating technology solutions and best practices to optimize and streamline day to day operations (e.g., records management, web page updates, promotional materials);
- Implementing practices to ensure that web pages are current by working with other administrative assistants and faculty to gather student and research stories and images.
- Gathering background materials, preparing documentation and correspondence (memoranda, reports, briefing notes, motions, emails) on behalf of the Dean and the Faculty, ensuring all outgoing materials are proofread and organized in a professional manner;



- Strategically coordinating schedules and calendars to address priorities and maintain a balance of meeting and necessary work time;
- Preparing materials for meetings including draft agendas and presentation materials, information packages, records keeping and distribution of minutes, communicating committee decisions, and initiating and/or completing any required follow up;
- Assisting in budget preparation, monitoring and managing expenses, reconciling credit card payments and generating web requisitions;
- Understanding the clauses and managing timelines of the Collective Agreements requirements for the purpose of coordinating and administering processes such as:
  - Tracking contracts and reporting (e.g. SCHs);
  - Promotion and Tenure process;
  - External Program Reviews and Accreditation Reviews on behalf of the Faculty, including liaising with and logistics planning with external reviewers;
  - Faculty relocation reimbursements;
  - Sabbatical requests, approvals, and reports; and
- Coordinating special functions and projects.

## Qualifications

The successful candidate will possess the following:

- A two to three-year certificate in office or business administration together with a minimum of 5 years of relevant experience at a senior administrative level, preferably in a post-secondary environment; and
- Relevant experience must demonstrate a solid background in business procedures, and coordinating, supervising and developing teams.

An equivalent combination of education and experience will be considered.

The successful candidate must demonstrate:

- Exceptional verbal and written communication skills with the ability to perform and communicate in a highly professional and effective manner, providing an understanding of the discretion and sensitivity required for supporting confidential and senior administrative mandates;
- Excellent interpersonal skills with the ability to work collaboratively with a diverse group of constituents and to build relationships in a team environment;
- The ability to supervise and lead teams;
- The ability to exercise initiative, judgment and problem-solving skills to take responsibility and make decisions based on solid analysis and interpretation;
- The ability to handle multiple and competing priorities;
- Skill in organizing administrative and planning systems;
- Proficiency in the use of the MS Office Suite is required, particularly with email, word processing, spreadsheets, and Teams;
- An aptitude for learning and keeping abreast of technologies that provide office efficiencies;
- A working knowledge of the Freedom of Information and Protection of Privacy Act (FIPPA); and
- A level of institutional awareness and working knowledge of the Collective Agreements.



## Salary

This position has been classified at a Grade 9. The annual salary range for this position is \$70,215.60 to \$73,127.60 and the normal starting salary will be \$70,215.60 pro-rated based on length of term.

UNBC offers excellent benefit packages, and employee training and development opportunities. For more details, please see:

<http://www.unbc.ca/human-resources/employee-benefits>

Normal hours of work will be 8:30am – 4:30pm, Monday through Friday.

## Our Commitment to Diversity and Employment Equity

The University of Northern British Columbia is fully committed to creating and maintaining an equitable, diverse, and inclusive environment that is accessible to all. We are devoted to ensuring a welcoming, safe, and inclusive campus free from harassment, bullying, and discrimination. This commitment is woven into our motto and mission. In the Dakelh language, UNBC's motto 'En Cha Huná translates to "they also live" and means respect for all living things. Through the respect for all living things, we are able to grow and learn better together, each bringing our own unique individual differences and contributions to inspire leaders for tomorrow by influencing the world today.

Employment equity requires that we remove barriers and overcome both direct and indirect discrimination. In this way, the pool of excellent candidates increases substantially. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

## About the Community

Since its founding in 1990, the University of Northern British Columbia (UNBC) has emerged as one of Canada's best small research-intensive universities, with a passion for teaching, discovery, people, and the North. UNBC's excellence is derived from community-inspired research, hands-on learning, and alumni who are leading change around the world.

Since time immemorial, Indigenous peoples have walked gently on the diverse traditional territories where the University of Northern British Columbia community is grateful to live, work, learn, and play. We are committed to building and nurturing relationships with Indigenous peoples, we acknowledge their traditional lands, and we thank them for their hospitality. UNBC's largest campus in Prince George is located on the traditional unceded territory of the Lheidli T'enneh, in the spectacular landscape near the geographic centre of beautiful British Columbia.

UNBC consistently ranks in the top three in its category in the annual Maclean's university rankings. UNBC also recently placed among the top five per cent of higher education institutions worldwide by the Times Higher Education World University Rankings.

With a diverse student population, the University is friendly, inclusive, and supportive. Prince George is a city of ~80,000 people with impressive cultural, educational, and recreational amenities. For more information about living and working in Prince George, please refer to <http://www.unbc.ca/experience> and <https://moveupprincegeorge.ca>. Make your mark with this leading post-secondary institution.



## To Apply

The University of Northern British Columbia is committed to employment equity and encourages applications from the four designated groups (women, Indigenous peoples, persons with disabilities, and members of visible minorities) as well as the 2SLGBTQ+ communities and individuals with intersectional identities.

Persons with disabilities, who anticipate needing accommodation for any part of the application and hiring process, may contact UNBC Health & Wellbeing at [wellbeing@unbc.ca](mailto:wellbeing@unbc.ca). Any personal information provided will be maintained in confidence.

Please forward your cover letter, resume and proof of education (e.g. copy of transcripts or copy of degree/diploma) and include the competition number #24-120CU(E) in the subject line to:

Human Resources, University of Northern British Columbia,  
3333 University Way, Prince George, BC, V2N 4Z9

Email submissions: [HRecruit@unbc.ca](mailto:HRecruit@unbc.ca)  
Inquiries: (250) 960-5521

*All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. We thank all applicants for their interest in UNBC however, only those applicants selected for further consideration will be contacted.*

**Applications will be accepted until the position is filled.**

