

Job Description

Job Title:	Administrative Coordinator
Department:	Physics & Astronomy
Reports To:	Administrative Officer
Jobs Reporting:	none
Salary Grade:	USG 7
Effective Date:	May 2026

Primary Purpose

The Administrative Coordinator ensures the efficient daily operations of the Chair's office and supports the department's strategic goals. This role provides oversight and guidance for key academic processes, including faculty recruitment, tenure and promotion, performance evaluations, sabbaticals, and academic appointments. The Administrative Coordinator facilitates smooth departmental operations by delivering essential services and coordinating activities effectively.

In addition, the Administrative Coordinator serves as a primary point of communication, meeting directly with faculty and staff to share critical information and offer confidential advice, including interpretation of policies and procedures. The role also provides vital support for departmental events and communications, ensuring their successful execution.

Key Accountabilities

Administrative support for the Chair:

- Provide comprehensive direction and guidance to the Chair to meet the teaching, research, outreach and advancement activities/goals of the department
- Ensure the effective functioning of the Chair's office through meeting management, document creation/management and travel arrangements; keep the Chair apprised of priorities and urgent matters requiring immediate attention
- Manage departmental systems for confidential/sensitive files, correspondence and database for Faculty, Cross-appointed Faculty, Adjunct Faculty, Sessionals, Post-Doctoral Fellows, Research Associates, visitors, volunteers, IVGS students
- Provide direction and prepare confidential information on behalf of the Chair
- Ensure continuity when transitioning academic administrators through effective record keeping, training and mentoring
- Manage Chair's calendar, schedule and activities

Faculty Relations Administration:

- Support the Chair in recruiting, appointments, evaluations, promotion and retention of Faculty members
- Provide direction and guidance to DACA chairs in the recruitment of new hires
- Manage and develop processes for departmental recruitment and advertising according to Policy 76, including application systems, interview schedules, travel arrangements and logistics, appointment packages and preparation of UARC documentation
- Lead onboarding and immigration procedures for new Faculty members; ensuring that all support services are arranged

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- Provide direction and guidance for Faculty Performance Evaluation process and timelines, in consultation with the Chair and according to the Memorandum of Agreement; manage submission process, and coordinate evaluation letters for faculty members on behalf of the Merit Review Committee
- Manage the Promotion and Tenure process, in consultation with the Chair, according to Policy 77
- Manage sabbatical submissions; inform faculty of deadlines, review requests in consultation with the Faculty of Science Administrative Officer and in accordance with Policy 3
- Manage academic appointments and serve as a resource for policy and procedures related to academic appointments, overload, administrative appointments, leaves and retirements
- Manage schedules, deadlines and documentation submitted to the Chair
- Provide direction and advice to committee chairs on procedures for formal submissions and contracts; work in partnership with Chairs to create final reports and submissions

Departmental Administration:

- Manage special projects as assigned by the Administrative Officer and/or Chair
- Provide support to the Administrative Officer as required
- Provide direction and guidance on university policy changes and implementation
- Provide solutions to administrative issues related to the involvement with the Institute for Quantum Computing and the Perimeter Institute
- Draw on departmental, faculty, and institutional data to prepare statistical reports, as required
- Manage appointments, renewals, immigration documents and onboarding for Post-Doctoral Fellows, Research Associates, Sessional Instructors, Visiting Researchers, Cross Appointments, and International Visiting Graduate Students
- Onboard all new appointments; Ensure completion of mandatory Health and Safety training modules
- Organize travel and logistics for Department guests (seminar speakers, interview candidates, etc.)
- Coordinate travel expense claims for faculty candidates, external guest speakers and visitors according to Policy 3
- Lead and coordinate Departmental Health and Safety Inspections
- Coordinate information for Academic Program Review brief including gathering faculty CVs, faculty statistical data and research output; coordinate site visit
- Provide support for departmental committees, sub-committees and departmental meetings; Record and post minutes
- Ensure committee membership requirements are met; Manage membership recruitment and meeting operations and confidential voting procedures for elected committees
- Provide assistance to other administrative staff, as needed

Departmental Communications & Events:

- Manage departmental incoming/outgoing mail, mailing lists, teams channel memberships/permissions, seating databases, alarm/key authorizations, printers and IT needs
- Manage development and maintenance of department website, events calendar and other media in accordance with the Faculty of Science strategic plan
- Work with Science Communications staff to develop and prepare content for research impact stories
- Manage electronic displays in Physics & Astronomy in consultation with Science Communications
- Assist in the production of the bi-annual newsletter, The Entangler
- Manage department events by developing itineraries, schedules, arranging travel logistics and catering, creating promotional materials and managing registration processes

Required Qualifications

Education <ul style="list-style-type: none">• University degree or equivalent combination of education and experience
Experience <ul style="list-style-type: none">• 3+ years of senior administrative experience• Experience in an academic environment is preferred• Administrative experience in a complex, dynamic and fast-paced environment necessary with ability to manage multiple priorities concurrently and accurately• Experience making independent decisions and handling confidential information with minimal supervision is essential• Experience supporting recruitment and promotion of faculty members is preferred• Experience maintaining websites and creating web forms preferred• Experience coordinating events is an asset
Knowledge/Skills/Abilities <ul style="list-style-type: none">• Demonstrate a high level of professionalism and handle situations with tact and diplomacy• Demonstrated ability to maintain strict confidentiality• Exceptional interpersonal and communication skills (verbal and written) are required• Excellent organizational skills, strong attention to detail and the ability to prioritize multiple tasks in a high-volume office• Ability to use technological solutions to improve processes and communication• Sound knowledge of university policies and procedures• Excellent working knowledge of Microsoft Office, Outlook Calendar, SharePoint, Teams, Adobe, WCMS3, Workday, Watprocure, Concur, and Immigration forms

Nature and Scope

- **Contacts:** Communication with internal staff for operational matters, and to influence and motivate others, and to facilitate and settle highly sensitive matters. Regular contacts include the Department Chair, Administrative Officer, Associate Chairs, Committee Chairs, current and prospective faculty members, post-doctoral fellows, sessional instructors, research associates, visiting scientists and volunteers, Dean of Science Office, President and Provost Offices, Catering Services, and external vendors for travel arrangements.
- **Level of Responsibility:** The position has specialized work with minimal supervision and provides guidance and advice to others. Manages multiple projects that simultaneously meet competing deadlines. Exercises sound judgement and deals with highly sensitive, confidential documents. Ability to anticipate, analyze, strategize, determine priorities, take initiative and have a high degree of time-management skills; the flexibility to adapt to changing priorities.
- **Decision-Making Authority:** Decision-making related to prioritizing multiple deadlines and demands on diverse work portfolios that can impact department operations.
- **Physical and Sensory Demands:** Minimal physical demands typical within an office environment.
- **Working Environment:** High volume office with multiple interruptions.