

**APPEAL OF POSITION CLASSIFICATION FOR EMPLOYEES COVERED  
BY UWOSA COLLECTIVE AGREEMENT  
(Reference Collective Agreement Article 44)  
Attention: Job Evaluation Appeals Committee**

**(A) Contact Information:**

Name of person requesting appeal: Dr. Aaron Fenster  
Title: Associate Director  
Phone: 519-661-2111 ext. 33834  
Email: afenster@imaging.robarts.ca  
Department: Biomedical Engineering

**(B) Position Information:**

Current Incumbent: Diana Timmermans  
Current Classification: SG10  
Classification Being Appealed: SG11  
Date Evaluation Results Letter Received: July 16<sup>th</sup>, 2008

**(C) Information Required For Job Evaluation Appeals Committee**

**Reason for the appeal:**

As distinguished in the attached Position Description Questionnaire (PDQ), the incumbent is the core person in this Program and the Program's success relies heavily on her/him.

The Biomedical Engineering Program is an autonomous unit that functions similarly to a department. The incumbent therefore is accountable for managing all administrative responsibilities and making decisions on a daily basis that could affect the Biomedical Engineering immensely. These responsibilities are, in a regular academic department, managed by an Administrative Officer, or equivalent(s).

S/he is expected to be a leader and have knowledge to maintain the policies and procedures and operations of this Program.

Outlined in the PDQ are some of the following:

- Fiscally responsible for all administrative operations
- Budgets and all finances
- Salaries
- Supervision of staff
- Counseling & Recruiting
- Conferences and fund raising
- Web design
- Graduate duties

Based on the accountability and the fiscal responsibilities described in the PDQ, we are appealing the classification level (SG11) applied by Human Resources.

**Supporting Information:**

Position Description Questionnaire

**(D) Approvals:**

Signature of Person Appealing: \_\_\_\_\_

Date: \_\_\_\_\_

 Date: July 21/2008

***The appellant shall send one copy of the material to Human Resources and one copy to JEAC c/o UWOSA.***

Donna,

I would appreciate some further information on the positions currently under review and would appreciate it if you could forward my e-mail to the appropriate people.

1. How many full time faculty members are appointed directly to the Centres. I am not sure what the core faculty members represent...number of faculty on release time from other areas?
2. How many full time staff report to the incumbent and what level are they?
3. Do I understand that these are graduate programs only, and they do not have undergraduate responsibilities?
4. It is easier to understand the financial responsibilities when the operating budget is separated from the grad student funding (Theory and Criticism for example). Could we know the size of the operating budget less the grad student funding for the other Centres?

	<u>Theory &amp; Criticism</u>	<u>Neuroscience</u>	<u>Biomedical Engineering</u>
Question 1	None  Core represents Faculty members who are 'SGPS Members' of the Graduate program	None  Core represents Faculty members who are 'SGPS Members' of the Graduate program	None  Core represents Faculty members who are 'SGPS Members' of the Graduate program
Question 2	None	None	None
Question 3	Graduate Programs Only	Graduate Programs Only	Graduate Programs Only
Question 4	Operating Budget: ~\$100k  Student Support Budget: \$790k	Operating Budget ~\$100k  Student Support Budget: \$800k	Operating Budget ~\$100k  Student Support Budget: \$743

**Donna Chute-Dolan**

**From:** Donna Chute-Dolan [perdec@uwo.ca]  
**Sent:** Monday, December 08, 2008 2:04 PM  
**To:** 'Mike Parker'  
**Cc:** 'Empey, David'  
**Subject:** RE: Reporting tree with appeals.

Each of the three units are sub sections of Graduate Studies - while each Program Director might be responsible for their own academic specialty, ultimately it was Ron Wagler who signed off (on behalf of the Acting Dean) on the position descriptions and had responsibility for all administrative matters. When the letters were sent in June to communicate the results, the letters were sent to each incumbent and to Ron Wagler - not to the Program Directors. All administrative matters are always addressed with Ron, not the Program Directors - communication of salary increases, contact for budget questions, etc..

Let me know if this is sufficient or whether you still want me to get an organization chart from Ron Wagler

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**From:** Mike Parker [mailto:mparke2@uwo.ca]  
**Sent:** Monday, December 08, 2008 1:17 PM  
**To:** perdec@uwo.ca  
**Cc:** Empey, David  
**Subject:** Reporting tree with appeals.

Hi Donna, Would it be possible to get the reporting trees for the grad coordinators. It is my understanding that SGPS is not responsible for those three positions. If that is the case then why would Ron Wagler be the person you contacted for the information regarding the questions that Linda raised earlier? Would it not be possible to get those records from the Chairs?

M  
Mike Parker  
Western Office Supplies  
The University of Western Ontario  
Services Bldg Room 18  
Tel 519-661-3604

**Donna Chute-Dolan**

**From:** Donna Chute-Dolan [perdec@uwo.ca]  
**Sent:** Friday, January 16, 2009 1:37 PM  
**To:** Donna Chute-Dolan  
**Subject:** FW: RE: RE: RE: Reporting tree with appeals.  
**Attachments:** 1034\_Graduate\_Program\_Coordinator\_SG13\_Schulich\_PMA.pdf

**From:** Donna Chute-Dolan [mailto:perdec@uwo.ca]  
**Sent:** Tuesday, December 09, 2008 9:42 AM  
**To:** 'Mike Parker'  
**Cc:** 'Rob Fournier'; 'Jan Millette'; 'Karen Foullong'; 'Linda Brock'; 'Connie Zrini'; 'Joanna Llorca Asuncion'; 'Chris Bumbacco'  
**Subject:** RE: RE: RE: RE: Reporting tree with appeals.

With Connie's agreement. I am attaching the PMA position from Schulich. Connie will answer any questions you may have about this position at your meeting tomorrow.

**From:** Mike Parker [mailto:mparke2@uwo.ca]  
**Sent:** Tuesday, December 09, 2008 9:17 AM  
**To:** Donna Chute-Dolan  
**Cc:** Rob Fournier; Jan Millette; Karen Foullong; Linda Brock; Connie Zrini; Joanna Llorca Asuncion; Chris Bumbacco  
**Subject:** Re: RE: RE: RE: Reporting tree with appeals.

So I can't look at it to compare?

----- Original Message -----

**From:** Donna Chute-Dolan <perdec@uwo.ca>  
**Date:** Monday, December 8, 2008 4:50 pm  
**Subject:** RE: RE: RE: Reporting tree with appeals.  
**To:** Mike Parker <mparke2@uwo.ca>  
**Cc:** Rob Fournier <rob@uwo.ca>, Jan Millette <jmillette@robarts.ca>, Karen Foullong <kfoullon@uwo.ca>, Linda Brock <lbrock@uwo.ca>, Connie Zrini <connie.zrini@schulich.uwo.ca>, Joanna Llorca Asuncion <jasuncio@uwo.ca>, Chris Bumbacco <bumbacco@housing.uwo.ca>

JEAC should really only be considering positions that have already  
 > gone to JEAC - some benchmark PDQs were sent to the committee members  
 > several weeks ago after our last meeting. Let me know if you need them  
 > sent again.

1034 is a quite different role - it is a PMA role that  
 > touches on **all** graduate students in Western's largest Faculty -  
 > Schulich. It has input into policy development and the setting of  
 > priorities. It includes liaison with national and provincial scholarship  
 > agencies. The position also has responsibility for designing and  
 > maintaining a database of all graduate students within Schulich, their  
 > scholarship information, etc.. It also had responsibility for designing a  
 > website to provide information on Schulich's graduate programs. The  
 > Schulich position is significantly larger than any of the Programs in Graduate  
 > Studies and as such would not be of much use in benchmarking  
 >

**From:** Mike Parker [mailto:mparke2@uwo.ca]  
 > **Sent:** Monday,

1/16/2009

> December 08, 2008 4:30 PM  
> **To:** Donna Chute-Dolan  
> **Cc:** Rob  
> Fournier; Jan Millette; Karen Foullong; Linda Brock; Connie Zrini; Joanna Llorca  
> Asuncion; Chris Bumbacco  
> **Subject:** Re: RE: RE: Reporting tree with  
> appeals.  
>

OK that's interesting. Thanks for clearing that part for me. Would it  
> be possible to get a copy of the Grad Coordinator position that's on the HR  
> website sent to all of us. I think it would be helpful to gauge what other Grad  
> Coordinator positions are like around campus. The reference # is 001034. Thanks

> in Advance Donna.

> Mike

>

> ----- Original Message -----

> From: Donna

> Chute-Dolan <perdec@uwo.ca>

> Date: Monday, December 8, 2008 4:26

> pm

> Subject: RE: RE: Reporting tree with appeals.

> To: Mike Parker

> <mparke2@uwo.ca>, Rob Fournier <rob@uwo.ca>, Jan Millette

> <jmillette@robarts.ca>, Karen Foullong <kfoullon@uwo.ca>

> Cc:

> Linda Brock <lbrock@uwo.ca>, Connie Zrini

> <connie.zrini@schulich.uwo.ca>, Joanna Llorca Asuncion

> <jasuncio@uwo.ca>, Chris Bumbacco

> bumbacco@housing.uwo.ca

> Mike

> Parker

> Western Office Supplies

> The University of Western Ontario

>

> Services Bldg Room 18

> Tel 519-661-3604

**UWOSA JOB EVALUATION RECORDING FORM**  
**Office support positions**

**TECHNICAL EVALUATION F**

**Dept:** Biomedical Engineering ;Neuroscience; Ctr for Theory and Criticism **Dept. ID** \_\_\_\_\_  
**Job Title** Program Administrators Coordinator (in three inter-disciplinary centres) **Jobcode** \_\_\_\_\_  
**Incumbent:** D. Timmermans; C. Anderson; and M. Caldwell **Eval. Date:** Jan 13 2009 for jobs before July 1, 2008

	FACTOR	COMMENTS	SUB FACT	DEGREE	PTS
I	Job Knowledge	Need to be able to solve problems and think thru issues gained via a university degree regardless of field.	Educ	4	140
			Exper.	F	
II	Initiative	Need to understand the workings of a number of organizational units and the university in Run administration of Centres; in daily contact with Director (tho this person is often off site). Must know procedures/policies of different departments. Also works in diversity of areas: budget, conferences, committees, scholarships, etc. Purchase of computer, office equipment. Development of materials (e.g., brochures, website) for program. Orientation sessions.		5	75
III	Complexity/Judgement	Must work with policies/procedures of various disciplines involved in the Centre, make decisions or help students make decisions which work best. Makes administrative decisions in a number of areas. Budget responsibility. Must know number of CB agreements.		4	35
IV	Contacts	"Face" of the Centre, particularly to students. Works with students on program and on financial (scholarship matters) which are of vital importance to students. Contact with faculty, speakers, administrators elsewhere in the university. Responsible for preparation of communications and website. Speaks in classes and at fairs to inform students about program. May have to "run interference" between students and faculty. (Approximately 50 students; 25 to 55 faculty in each Centre.)		3	45
V	Errors	Missing deadlines for student scholarships. Understanding rules in all disciplines which are part of the Centre. Summarize information on applicants for program to present to admissions committee and scholarship committee..		3	45
VI	Supervision of Others	Supervise one to two part-time staff (work study; RA)	Scope	A	35
			Char.	5	
VII	Effort/Demands	PHYSICAL taking materials to fairs and other recruiting events. MENTAL Counselling students. "Juggling" many things at one time.		2	30
VIII	Physical Environment	Basically in office with some attendance within classrooms and at fairs.		1	10

CLASSIFICATION ASSIGNED

Total Pts: 415

Group: \_\_\_\_\_ Grade 11

Level: \_\_\_\_\_

Signature: \_\_\_\_\_ Nan Weiner by email DATE: 13-Jan-09

**POSITION DESCRIPTION  
QUESTIONNAIRE**

**THE UNIVERSITY OF WESTERN ONTARIO  
EMPLOYEE RELATIONS**

<b>U.W.O. ID NUMBER</b>	<b>PRESENT INCUMBENT</b>	<b>POSITION IDENTIFICATION</b>	
010028256	<b>SURNAME</b> Timmermans	<b>DEPT. NO</b> 280050	<b>P.S. JOB CODE</b>
	<b>INITIALS</b> D.L.		

**BASIC POSITION INFORMATION**

**POSITION TITLE:** Program Administrator

**DEPT. NAME** Biomedical Engineering  
**SECTION NAME** \_\_\_\_\_

**LOCATION** Room 2001 Spencer Engineering Building

**WORK WEEK HRS.** 35 hours/week

**SUPERVISOR** Jim Johnson (Acting Director); Aaron Fenster (Associate Director)

FOR SALARY ADMINISTRATION USE			
CLASS'N	_____		
CLASS'D	_____	EFFECT	_____
	Date		Date
ANALYST	_____		

- 1) PLEASE LIST AND DESCRIBE YOUR MAJOR DUTIES WITH AN APPROXIMATE ANNUAL PERCENTAGE OF TIME SPENT ON EACH. USE SPECIFIC TERMINOLOGY PERTINENT TO THIS POSITION; PROVIDE EXAMPLES (E.G. TESTS, PROCEDURES, ETC.) AND CLARIFY YOUR INVOLVEMENT IN EACH DUTY (RE. SUPERVISE IT, DO IT, PARTICIPATE IN IT, ETC.)

NO.	MAJOR DUTIES	70%
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Biomedical Engineering is one of the interdisciplinary graduate programs at The University of Western Ontario which includes participation from the Faculties of Engineering, Schulich School of Medicine, Health Sciences, and Science. The Program is comprised of a Program Director, Associate Director, 48 faculty members, and 51 graduate students. These Programs function as an autonomous unit.

The Program Administrator reports directly to the Program Director and has full administrative responsibility for the Program. S/he is accountable for developing, implementing and maintaining efficient operations of a complex program with multiple functions and ensures all non academic responsibilities and decisions complement the Program (i.e. payroll, finances, supervision and communication). In regular academic departments, these responsibilities would be distributed among a number of individuals.

**PROGRAM ADMINISTRATION**

The Program Administrator will act with autonomy to set priorities, apply judgement, make independent decisions and manage priorities related to the overall administration of this unit and for the exercise of leadership in the management of support services. As such, s/he must be conversant with many different areas of within and outside the University and their administrative processes.

Reporting directly to the Program Director, the incumbent has complete responsibility to take a leadership role on a daily basis to manage and maintain the operations of this program, while continuously seeking opportunities to improve the administrative activities in an effort to enhance and grow the Program.

H/She is responsible for planning, developing and implementing all administrative procedures, policies and processes to support the Program's goals and objectives, to support the faculty members and their research activities, as well as attracting new faculty members, graduate students and donors/sponsors.

The Program Director changes in a three year cycle. Due to the interdisciplinary nature of this Program, the Program Director's home department may be off-site with respect to the BME office. Moreover, the Program Director is not necessarily available for consultation or approval, as s/he has many other duties and responsibilities outside the BME Program. The incumbent is therefore the key person who ensures the effective administrative operation of the Biomedical Engineering Program. S/he is expected to ensure optimal operation of the program with minimal guidance or supervision. This success of this program relies heavily on the incumbent's management skill and knowledge.

The BME Program is comprised of many different facilities involvement, the Program Administrator will work with the various faculties. Therefore, s/he must be aware of the various internal policies/processes of each unit/department and be

flexible to adjust his/her approach to accommodate these different units. The ability to perceive and solve current and potential problems on a pro-active basis is essential.

The incumbent must exercise independent judgment, initiative and creativity in the performance of tasks and responsibilities of the Program, affecting both the Program and the individuals in it. S/he must make many autonomous decisions, while ensuring that these complement the academic function of the Program.

S/he is also responsible for overseeing all administrative staff in the Program and managing processes for budget and academic activities. S/he manages the provision of services by hiring and training staff, delegating duties and carrying out all supervisory responsibilities with respect to the office and other directly reporting staff. S/he ensures that administrative support needs of faculty, students and staff are competently and efficiently met.

### **FINANCIAL**

The Program Administrator is responsible for managing all financial resources of the Program (operating, research and facility funds), approximately \$600,000 plus any external funds (i.e. Whittaker \$500,000) per year.

The incumbent is also responsible for developing and implementing the departmental budgets and communicating this to various faculties. S/he ensures sufficient funds are available as required and forecasting a fiscally responsible plan for all expenditures of the Program resources. The incumbent is responsible for all financial administration and payments. This requires effective and efficient administration of the all areas of finance using UWO's Peoplesoft financials and Human Resources systems. This includes and is not limited to: expenditures, conferences, visitor expenses, staff/faculty salaries, awards, and student funding.

S/he has signing authority up to \$10,000 per transaction, approving and processing all purchase requisitions, invoices, expenses, travel claims and advances. The incumbent is responsible for ensuring all payments are processed in a timely fashion, are appropriate and permissible as per UWO policy and procedures. S/he processes and tracks all journal entries, cheques, and bank deposits for all funds, using UWO PeopleSoft Financial software.

The Program Administrator is responsible for managing payroll for the Program. This entails processing staff appointment notices (SAN) for staff/faculty and students within the Program, while ensuring that the total compensation, policies and procedures are met within each department and faculty according to Western and union regulations.

### **COMMUNICATION**

The incumbent is responsible for the creation, implementation and modification of all communication materials related to the Program which directly supports a comprehensive recruitment plan aimed at achieving a 20% increase in high quality student enrollment over the next four years. This includes, but not limited to, orientation sessions, policies and procedures manuals, brochures, posters, banners, CDs.

S/he generates and/or approves the production of original written material for the communication of the Program, including and not limited to: correspondence to faculty and students in various units at UWO, correspondence with external companies and external guest speakers, promotional materials, policy and procedure communications, orientation, scholarships, room bookings.

S/he counsels current and prospective students and faculty on a variety of challenges that may stem from financial resources, expenses, admission, registration, teaching assistantships and other policies regarding the Program. Unusual circumstances require the incumbent to apply professional knowledge to resolve complications to benefit the individual. S/he must be sensitive to the individuals' needs but still be able to administer policy in a fair and even manner. This entails handling issues of a confidential and sensitive nature.

The incumbent organizes and conducts information sessions for undergraduate and graduate students on scholarship applications. S/he encourages them to apply, provides them with information pertinent to their application, and informs them of how and when to apply. This entails contacting faculty and giving presentations in classes and meetings.

The incumbent provides guidance and direction to students (under/graduate) in writing their scholarship research proposals and research presentations.

S/he manages and designs the Program website [www.eng.uwo.ca/research/biomed](http://www.eng.uwo.ca/research/biomed), ensuring an up to date web presence which conforms to all UWO policies and procedures.

The incumbent schedules, oversees and prioritizes the preparation and compilation of the necessary documents for meetings and all incoming requests. S/he prepares agendas, compiles information relevant for decision-making, takes transcribes and distributes minutes. S/he liaises with numerous constituents and is the primary resource person for the Program, therefore s/he must be in attendance for Program Executive, Admissions, Scholarship meetings as well as meetings within and outside UWO.

The incumbent organizes and facilitates all open houses (approx. 4-5 per year) recruiting potential applicants, new faculty members, and external companies for (1) future employment for our graduates or (2) to attract sponsors for the Program. This includes events within and outside UWO and requires a flexible work schedule and willingness to travel beyond London. S/he is required to be in attendance at events. S/he exercises independent judgment in the operation and presentation of the Program at these events.

The incumbent manages and organizes conferences, advisory council meetings, guest speakers and retreats for the Program (~20-30 per year). S/he oversees all operations for the organizing committee including and not limited to: venue selection, caterer, support materials, and coordination of the budget and payment of associated expenses. S/he identifies, cultivates, solicits, and secures funds as well as thanking donors and sponsors within UWO campus and the external community for their contributions.

The incumbent organizes, creates and implements all information required to complete reports ensuring deadlines are met. The incumbent must collect and tabulate an extensive amount of information for these reports. This may include and is not limited to: Dean's reports, Faculty of Graduate Studies reports, Ontario Council of Graduate Studies review, and Advisory Council.

The Program Administrator is responsible for managing and supporting all aspects for the submission of OCGS (Ontario Council of Graduate Studies) accreditation process. S/He ensures all documents and reports are complete and accurate as well as the submission is completed in the given timeline and that all policies and procedures are followed.

The Program Administrator manages the teaching schedule required for the Program. This may entail the necessity to advertise for teaching under UWO Faculty Association (UWOFA) guidelines. Therefore, there is a requirement to be knowledgeable in this process.

#### **Graduate Responsibilities**

**(20%)**

The incumbent is responsible for the administrative aspects of all graduate procedures ensuring all FGS processes and procedures are followed carefully.

The incumbent manages/supervises all applications and adjudicates all application files in to the Program including application acknowledgement, circulation of applications, and issuing of accept/reject letters.

The incumbent manages all aspects of courses in the Program and ensures all Program requirements are met. S/he solicits, organizes and distributes all course proposals, prepares course information, assigns course numbers, timetables and room bookings. Registers all courses with Faculty of Graduate Studies, communicates course policies and procedures to faculty, students. S/he registers all students, processes all final grades, evaluations, grade/mark revision forms, exemption forms using Peoplesoft Higher Education. The incumbent also organizes masters and doctoral defences.

The incumbent manages and organizes the internal competition of all external and internal awards (NSERC, OGS, OGSST, H&S, CIHR) possessing the knowledge of the policies and procedures of the major competitive awards. S/he adjudicates, and compiles all documentation required to rank students applying to these awards. During the ranking meeting, the incumbent is the primary resource person and liaises in ranking the students.

The incumbent is responsible for composing the Program/departmental comments on each scholarship application for submission to the appropriate granting agency.

The incumbent coordinates and prepares TA assignments and documentation required to ensure all GTA union policies and procedures and financial budgets are met.

The incumbent manages and implements all Western Graduate Research Scholarships (WGRS) for the Program.

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<b>NO.</b>	<b>OTHER DUTIES (less than 10%)</b>
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Schedules all room bookings; Assists visitors, faculty, students to obtain office space, library cards, keys, identification cards.

Assists the Faculty of Engineering and Schulich School of Medicine to assign office space to graduate students.

S/he organizes and coordinates advertisements for faculty positions in appropriate publications, organizes applications of potential candidates and acknowledges receipt of those applications. As the main administrative contact for candidates invited to interviews, s/he solicits referees, coordinates the visit of each candidate; arranges for transportation and accommodation, and payment for incidentals (i.e. taxis, airfare, meals).

The incumbent manages and maintains the departmental database using Microsoft Access. This database stores all information and is kept up-to-date regarding the BME program.

The incumbent manages the list of BME faculty membership in the Faculty of Graduate Studies ensuring all FGS policies and procedures are met and membership is up to date.

The incumbent is expected to organize student projection numbers for the upcoming year to be submitted to the Program Director and/or the Dean.

The incumbent needs to have working knowledge of the Graduate Teaching Assistantship (GTA) and UWO Staff (UWOSA) and Faculty Association (UWOFA) in order to ensure policies and procedures are following with accordance to their agreements.

2) PLEASE COMPLETE THE FOLLOWING TABLE CONCERNING STAFF MEMBERS WHO REPORT **DIRECTLY AND FORMALLY** TO YOU.

Classification/Rank (eg. Clerk I)	RF/RP Pos'n No.	For CW or TM Staff-employed		Responsible for (eg. Filing records...)
		From (month)	To (month)	
Functionally supervises and assigns appropriate tasks to support staff in Program.				
Secretary		August	June	Handles general inquiries in BME Office - email & mail, assisting the Admin in duties assigned

3) PLEASE CHECK THE SUPERVISORY DUTIES WHICH YOU PERFORM **REGULARLY**.

- Training and guidance for new employees
- Work distribution and/or verification of results
- Performance review and salary recommendations
- Hiring and firing; please describe the degree of your involvement:  
Sole discretion on hiring individual(s) and the responsibilities of the position. Should discipline be necessary, incumbent is accountable for this position.

4. IF YOU **COMPOSE** (originate) WRITTEN MATERIAL, PLEASE COMPLETE THE FOLLOWING TABLE:

Type of Composition	Method of Composition
<b>CORRESPONDENCE</b>	
<input checked="" type="checkbox"/> Complete Composition	
<input checked="" type="checkbox"/> Partial composition with general direction (verbal or written)	
<input checked="" type="checkbox"/> Prescribed format	

**Brief Description of Content**

- Letters, Memos, emails to faculty, students, staff, units within UWO, external companies and Universities
- Seminar and Conference Notices
- Employment contracts
- Minutes of meetings
- Offers of Admission

**REPORTS**

- Complete composition
- Partial composition
- Prescribed format

**Brief Description of Content**

- Reports to faculty, Deans, OCGS, and outside the University (i.e. Whittaker)
- Surveys (ie. program information)
- Procedure Manuals
- Directs students in composition of scholarship research proposals
- Position descriptions
- Budgetary reports

**OTHER**

- Complete composition
- Partial composition ...
- Prescribed format

**Brief Description of Content**

- WEBSITE – manages and designs BME website
- Forms - request for purchase orders, couriers, invoices, deposits, key requisitions, printing requisitions, add/drop, special permission, grade revision
- Compose scholarship comments on potential applicants
- TA assignments and GTA contract letters
- Marks management
- Staff appointment notices
- Advertisements

5) **WHAT ARE THE MINIMUM SKILLS, EDUCATION, SPECIAL TRAINING AND/OR EXPERIENCE REQUIRED TO PERFORM SUCCESSFULLY THE DUTIES OF THIS POSITION?**

- A University undergraduate degree
- Minimum of 5 years experience in an administrative role in an academic environment working with students and faculty, with preference to knowledge of graduate studies.
- Familiarity with UWO Policies and procedures
- Strong computer skills (Microsoft Office Professional (Word, Excel, Outlook), Frontpage, Adobe, html and webpage design) are absolutely essential. Database (preferably Access) and Peoplesoft experience in Higher Education, Financials and Human Resources strongly preferred.
- Incumbent must demonstrate ability to work independently, make decisions, supervise and motivate staff and students
- Requires excellent interpersonal, supervisory, organizational and planning skills to work effectively in a high pressure environment and have the ability to deal with confidential matters, and to work under high pressure with patience and the skill to communicate information to faculty, students and staff alike.
- Good judgement, initiative, tact and administrative skills
- Ability to communicate effectively at all levels is essential.
- Must have strong leadership and management skills and a demonstrated ability to represent the BME program.
- The incumbent must be adaptable, flexible and resourceful.
- Must be aware of and sensitive to the emotional needs to students, support staff and faculty working under pressure. Willingness to learn and to be a co-operative member of BME and other faculties associated with the BME Program (i.e. Engineering and Schulich).
- Basic accounting experience is required.

6) **PLEASE DESCRIBE THE NATURE AND FREQUENCY OF THE SUPERVISION YOU RECEIVE.**

This position functions autonomously and with a minimum level of supervision. The incumbent is expected to take a leadership role every day when reviewing what they do and why they do it. S/he works independently and is expected to take the initiative to respond to the needs of the Program. S/he must use sound judgment in referring matters to other appropriate resources. The incumbent reports directly to the Director of the BME program.

The incumbent will work with the Director to resolve problems or exceptions. However, the incumbent will act with autonomy to set priorities, apply judgement, make decisions and manage priorities.

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7) WHAT TYPES OF PROBLEMS OR INQUIRIES ARE YOU EXPECTED TO DEAL WITH ON YOUR OWN?

The incumbent is expected to manage all administrative and financial enquiries with regard to the BME program.

The incumbent responds to complex, unusual and sometimes sensitive enquiries from students, faculty, staff from within and outside the University.

Is expected to exercise independent judgment with enquiries to distinguish policy interpretation and information, responding to requests that can be handled and redirecting those that should be referred to the Director or another source, as appropriate (i.e. course exemption to be referred to Director).

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8) WHAT TYPES OF PROBLEMS OR INQUIRIES MUST BE REFERRED TO ANOTHER SOURCE FOR SOLUTION?

Academic/technical questions about the specifics related to research will be referred.

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9) WHAT ACTIVITIES DO YOU PLAN OR ORGANIZE? PLEASE INDICATE THE LENGTH OF TIME INVOLVED (e.g. daily planning of assigned work, monthly ...)

The incumbent is responsible for all activities within the BME program. S/he is expected to manage, plan, communicate and organize all activities and finances in order for the program to be successful.

- Supportive staff delegation of duties
- Allocation of all funds
- Program operating budget (1/year)
- Program materials (i.e. brochures, posters, CD's) (4/year)
- Website (twice weekly) manages and designs BME website, ensuring all information is up-to-date and accurate.
- Lecture/Seminar series (weekly September – May)
- Invite Guest Lecturers
- Conferences (1/year)
- Orientation for new students, scholarship sessions (2-3/year)
- Open Houses (~3/year) organize, coordinate and manages (expected to attend) all materials related to an open house
- BME activities (5-6/year)
- BME Advisory Council

Arrange program meetings, prepare agenda, take minutes. Incumbent is expected to attend and participate/convey operations of the BME program - to be the primary resource person and liaison

- Students and staff (daily)
- Meetings for and with the Director, as required
- Executive Committee – monthly
- Scholarship Committees (3-4/year) compiles all external and internal awards (NSERC, OGS, OGSST) and summarizes information to be used to rank students
- Admissions Committee - 2/year - prepare list of incoming applicants for committee approval

Organizes and coordinates any visits to the BME Program. Incumbent organizes and coordinates accommodation, itineraries, equipment, meetings and tours with faculty, students on and off campus and any expenses.

Advisory Council, Retreats, Conferences - organizes and coordinates all accommodation, program itinerary, venues, payments, etc..

10) PLEASE COMPLETE THE FOLLOWING TABLE CONCERNING YOUR **MOST IMPORTANT** CONTACTS (in person, by telephone, or in writing). PLEASE EXCLUDE CONTACTS WITH YOUR SUPERVISOR AND YOUR SUBORDINATES. INCLUDE GROUPS AS WELL AS INDIVIDUALS.

CONTACT'S TITLE	LOCATION		FREQUENCY			PURPOSE OF THE COMMUNICATION (e.g. to provide information concerning...)
	Inside Dept	Outside Dept	daily	weekly	monthly	
<b>UWO Contacts</b>						
Director/Assoc. Director	X			X		
Faculty	X	X	X			Accounts, transaction issues, payroll, students, meetings, seminars
Students (Grad, Undergrad) Current & Prospective	X	X	x			Liaise, counsel, guide, enquiries, payroll, TA assignments, scholarships, purchases, expenses, policy & procedures
Faculty of Graduate Studies		X		X		Enquiries on students, policies & procedures, scholarships
Registrar's Office, UWO		X			X	Enquiries, submit grades, correct errors, solve problems.
HR, UWO		X			X	Payroll, enquiries, policies & procedures
Research Accounting Offices (Purchasing, Travel, etc.)		X			X	Account enquiries, expenses, PO's, Invoices, request for research accounts
UWO Cashier		X			X	Deposit funds
Faculty of Engineering		X		X		Liaise, IT resources, courier, mail, enquiries, open houses, information exchange
Schulich School of Medicine		X		X		Liaise, enquiries, open houses, meetings, information exchange
Departments Admins and Chairs		X			X	Enquiries, liaise, meetings, information exchange
Scholarship Coordinators (ie.CIHR)		X			X	Enquiries, consulting, payroll
Reservations, UWO		X			X	Arranging rooms for courses, exams, visiting speakers, meetings etc.
UWO Bookstore/Computer Store		X			X	Purchase & order books & supplies, purchase computer equipment & software
Graphic Services		X			X	Duplication of reports, course material, promotion materials
UWO Food Services		X			X	Purchase & catering enquiries
IT Services		X			X	Email & HR login issues, renting equipment
Western Office Supplies		X			X	Purchase & enquire re: supplies

CONTACT'S TITLE	LOCATION		FREQUENCY			PURPOSE OF THE COMMUNICATION (e.g. to provide information concerning...)
	Inside Dept	Outside Dept	daily	weekly	monthly	
<b>Outside UWO Contacts</b>						
<b>Companies:</b> 3M Canada, Imperial Oil; Medtronic, Viscotek, Intron, Axelon, Biosyntech		X			X	Guest speakers, fundraising for conferences, donors, meetings
Government funding agencies: NSERC, OGS, Heart & Stroke		X			X	Enquiries on students & grants, financial information, policies & procedures
Hospitals: University, St. Joesph's,		X			X	Consult, enquiries, information exchange
Universities		X			X	Guest speakers, information exchange, consult, enquiries, meetings
Advertising Agencies (ie. Academic journals)		X				Advertise faculty positions available in BME
London Regional Cancer Center		X			X	Consult, enquiries, information exchange
<b>Refreshments &amp; Entertainment:</b> Pizza, Subway, Sticky Pudding, Tim Hortons,		X			X	Order catering for meetings, receptions, retreats, seminar series
<b>Clothing &amp; Promotional Materials:</b> McCabe, Contact Creative Services, Talbot Marketing, Sterling Marketing		X			X	Consult, order BME paraphernalia, brochures, posters, etc.
<b>Hotels and Restaurants:</b> Delta Armories; Station Park; Hilton; Windermere Manor, hotels & restaurants in other cities		X			X	Book accommodations for visitors, faculty, students; retreats, meetings, lunches, dinners, etc.
London Convention Center; Idelwylde Inn		X			X	Consult, arrange conferences, receptions, meetings, etc
Steven's Signs & displays		X			X	Rent display boards, etc.
London Transit		X			X	Enquiries, order buses for conferences, etc.
Tourism London		X			X	Enquiries, Order information on London & surrounding areas for conferences, etc.
London Audio		X			X	Consult and order audio equipment
Calstone Inc.		X			X	Consult and order office equipment
Bolen Distributing		X			X	Consult and order computer equipment
Synrdata Computer (software)		X			X	Computer support for database
Canon & OE London		X			X	Photocopier issues

THIS COMPLETED QUESTIONNAIRE IS AN ACCURATE DESCRIPTION OF THE WORK BEING PERFORMED.

Staff Member: *Diana Timmermans*

Present Classification S.G. 10 Signature *Diana Timmermans* Date March 1/08

Supervisor: *Jim Johnson and Aaron F. Fenster*

Signature *Jim Johnson* Date April 10, 2008  
Jim Johnson, Acting Director, Biomedical Engineering

Signature *Aaron Fenster* Date MARCH 17, 2008  
Aaron Fenster, Associate Director, Biomedical Engineering