

May 1, 2003

1. There are 4 parts or should I say "4 hats" to this job description.
 - a) **Compulsory course that all B.Ed students (currently 850+) must take. Let's break this down.**
 - i) *Provide organizational and secretarial support to Course Co-ordinator.*

This entails the incumbent to be abreast of any foreseeable problems or situations which may come up from students, team members, faculty, Student Development Centre and either deal with them if possible or refer to the course coordinator. It means working closely with the coordinator during the planning stages of 2 major exams which involves the secretary's planning of 3-3 1/2 months. Accurate records of students' class lists in 34 tutorials taught by currently 13 team members must be updated frequently. There are confidential and sensitive matters involving students withdrawing, students' numbers, and students writing the exams at the Student Development Centre. As well, any correspondence from the coordinator to the team members and materials for meetings are done through e-mail, wordprocessing, photocopying etc. This requires attendance at weekly meetings, preparing agendas and minutes.
 - ii) *Provide secretarial support to currently 13 team members (including course coordinator).*

This involves wordprocessing all lecture notes (2 per week) to go up on the web and any materials that the team may need for their tutorials.
 - iii) *Provide organization and secretarial support to Coursebook Editor.*

Excellent wordprocessing knowledge as well as stylistic formats is needed for the coursebook which is currently 400+ pages. This takes 3 months planning on the secretary's part to finish the book from start to finish. Must be well organized to ensure rewritten notes and articles are the most current. The previous job description listed the coursebook under 10% at which time I was not involved with it. This is a time consuming large project that involves attention to detail regarding the prescribed format.
 - b) **Provide secretarial support for currently 8 full-time faculty members and currently 20 part-time faculty members who teach in the preservice, summer and/or graduate programs.**
 - i) *There are currently 28 people assigned to this position.*

Excellent organizational skills and prioritizing work is needed.
 - ii) *Of the 28 people above, 3 instructors teach Modern Languages (French, Spanish and German).*

The person must be comfortable with wordprocessing in the above languages and also have an interest in languages.
 - c) **Provide organizational and secretarial support to Course Coordinator of a required component of B.Ed program (i.e., "mock school system") for a 2 week period.**
 - i) This project entails 3 months of secretary's preparation and planning including organizing a publishers' display for the 2 weeks.
 - ii) Under the direction of the Course Coordinator the secretary enters data pertaining to codes of courses, workshops, field trips that students took during this time frame. Accuracy and speed is a must as you enter all this information for 865 students. As this is not proofread, the consequences of mistakes are that students could get transcripts and certificates that are wrong. They would have to be re-printed, and with 865 transcripts and a couple of hundred certificates, even a small error margin is still bad as well as the significant expense in materials and time. The same goes for certificates and thank-you letters to presenters and visitors, with the added point that Althouse College looks really bad if we send out the wrong things to outsiders.
 - d) **Provide back-up support to receptionist.**
 - i) Must be able to help out with receptionist duties. There are 3 other secretaries in the office with you supporting the rest of the faculty plus a receptionist outside the door. The environment is noisy, busy and lots of interruptions.

UWOSA JOB EVALUATION RECORDING FORM

Office Support Plan

(APPEAL)

Dept: Faculty of Education
Dept. Num.
Incumbent: Dianne Nemcek
Citte Mem.Present: UWOSA: M. Broadfoot, J. Sparks
 ADMIN: P. Grant, V. Smith

Job Title: Secretary 3

Eval. Date: May-04

I	FACTOR	COMMENTS	SUB FACT	DEGREE	PTS	Profile			
						-	=	+	
I	Job Knowledge	Post secondary - Westervelt	Educ	3	70				
			Exper.						X
II	Initiative	Functional independence, stated limited and infrequent supervision		D					
III	Complexity/Judgement	Standardized - quality, accuracy, attention to detail		3	35				X
IV	Contacts	Contacts are routine - students and public. Not interpretive - give and obtain factual information		3	25				X
V	Errors	If data not proofread. Grant Proposals, research papers, purchase requisitions - awkward causing delay in related and subsequent operations. Visible outside unt - some embarassment		2	20				X
VI	Supervision of Others	None	Char.	3	45				X
			Scope	1					
VII	Effort/Demands	Worsk with / for 28 people. Works in 4 languages		Any	5				X
VIII	Physical Environment	Normal office		2	30				X
				1		10			X

CLASSIFICATION ASSIGNED

Total Pts: 240

Group: Secretary

Level: 4

Co-Chair Signatures: UWOSA: J. Sparks

ADMIN: V. Smith

POSITION DESCRIPTION QUESTIONNAIRE

THE UNIVERSITY OF WESTERN ONTARIO EMPLOYEE RELATIONS

SOCIAL INSURANCE NO. 453 557 662 PRESENT INCUMBENT SURNAME Nemcek INITIALS D I POSITION IDENTIFICATION DEPT. NO 250100 P.S. JOB CODE Sec III

BASIC POSITION INFORMATION

DEPT. NAME Office of the Dean

SECTION NAME _____

LOCATION Faculty of Education Building

WORK WEEK HRS. 35 hours

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

SUPERVISOR SURNAME Caverhill INITIAL T PHONE X88698

Reporting directly to the Dean's Administrative Officer, the incumbent performs secretarial and technical duties in support of faculty teaching, research and community service activities.

- 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	90%
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There are 4 parts to this job description.

- Provide organizational and secretarial support to course co-ordinator and coursebook editor of a compulsory course for all B.Ed. students.
Co-ordinate communications for faculty members (currently 13) who team teach this course which requires attendance at weekly team meetings and preparing agendas and minutes.

Duties include:

- preparing and editing all documents required for the teaching of this course, i.e., required coursebook (currently 444 pages); lecture and class materials; class lists; maintaining tutorial files

- preparation, coordination and distribution of all materials needed for exams held twice a year, multiple sections and locations 40%

- Provide support for regular full-time faculty members (currently 8) and part-time faculty members (currently 20) who teach in the preservice, summer and/or graduate programs.

Duties include:

- preparing and distributing course materials: outlines, lesson materials, overheads; tests; photocopying course and non-course materials

- preparing and editing articles, manuscripts, research papers, books; curriculum vitae, grant proposals, ethical reviews, newsletters, reports and with some direction, the complete or partial composition of letters

- gathering, compiling and submitting the annual "Leaders in Learning" and merit information to the Office of the Dean; assisting faculty members with compilation and preparation of their Promotion and Tenure dossiers

- screening telephone calls and inquiries; handling routine inquiries; and rerouting or referring others, as necessary or taking messages

- creating, maintaining and updating public mailing lists; and making travel and accommodation arrangements for faculty members 30%

3. Provide organizational and secretarial support to Course Coordinator of a required component of B.Ed. program (i.e., "mock school system") for a 2 week period.

Duties include:

- assist in production and distribution of all materials involved for this program
- invite publishers to hold displays and organize arrangements with them
- provide secretarial support to a "mock school system:" superintendents (currently 2) and principals (currently 12)

10%

4. Provide back-up support for receptionist.

Duties include:

- receiving and directing inquiries from visitors, students, staff and faculty; telephone coverage; parking passes; lost and found; faxes; couriers

10%

NO. OTHER DUTIES (less than 10%)

- In cooperation with all staff, provide backup support to Dean's Office
 - shredding confidential materials for faculty, i.e., old exams, ethical reviews etc.
 - requisition supplies and printing
 - book rooms for meetings
 - verification of monthly telephone statements
 - prepare expense reports
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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)	

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

Type of Composition	Method of Composition	Brief Description of Content
X _____	Corres- pondence	<input checked="" type="checkbox"/> Complete Composition <input checked="" type="checkbox"/> Partial composition with general direction (verbal or written) <input type="checkbox"/> Prescribed format

In regards to the compulsory course, the incumbent is responsible for preparation of agendas and minutes for meetings. As well, all correspondence to the Student Development Centre re students writing exams there.

In regards to 2 week "mock school system", the incumbent is responsible for complete composition of invitations to publishers.

X Reports Complete composition
 Partial composition ...
 Prescribed format

The incumbent prepares articles, manuscripts, research papers, books, curriculum vitae, grant proposals, ethical reviews, newsletters in prescribed formats.

X Other: Complete composition
 Partial composition ...
 Prescribed format

In regards to the compulsory course, the incumbent prepares the required coursebook in a prescribed format, as well as class lists.

In regards to 2 week "mock school system", the incumbent prepares reports on aspects of the program as instructed by the course coordinator.

The incumbent composes with some direction, both partial and complete correspondence for a variety of situations. This includes letters requesting information, requests for books, supplies orders, purchase requisitions, as well as letters and memos to students, instructors and staff.

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

The incumbent must have:

- secondary school graduate with post secondary/business education
 - 5 years experience working in a responsible secretarial position
 - advanced function knowledge and computer skills using WordPerfect and Microsoft Office Suite
 - knowledge of e-mail packages as well as the Web and Netscape as resource tools
 - excellent organizational and coordination skills and an ability to prioritize multiple workload tasks
 - fast and accurate typist with attention to detail
 - well developed oral/written communication skills
 - as there is highly sensitive matters, confidentiality is a must
 - ability to work independently and also as a team member
 - possess discretion to know when to refer problems to another source
 - comfortable with wordprocessing in languages (i.e., French, Spanish, German)
 - an aptitude for learning new technologies and a well developed sense of presentation for materials produced
 - extensive knowledge of stylistic formats required for preparation of manuscripts and coursebook
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6) PLEASE DESCRIBE THE **NATURE** AND **FREQUENCY** OF THE SUPERVISION YOU RECEIVE.

The incumbent must be able to work independently yet cooperatively, with limited and infrequent supervision.

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

The incumbent is expected to deal with routine telephone calls from faculty, students, and the general public, general inquiries from the Office of the Dean regarding faculty availability etc. and general inquiries from faculty and students regarding courses and program offerings. The incumbent must also anticipate potential problems and make suggestions with regard to workload and printing requirements.

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

In regards to the compulsory course, problems from students, special exam requests, confidential matters must be referred to the course coordinator. Coursebook problems and questions are referred to the coursebook editor.

In regards to 2 week "mock school system", problems and questions must be referred to the course coordinator.

POSITION DESCRIPTION QUESTIONNAIRE

THE UNIVERSITY OF WESTERN ONTARIO EMPLOYEE RELATIONS DEPARTMENT

A. PURPOSE

University Personnel Policy requires the maintenance of up-to-date job information on all staff positions for use in job evaluation and other programs (e.g. staffing, orientation, etc.) This form is designed to encourage direct participation by the staff member in providing information about the position. Your co-operation in completing the attached questionnaire is appreciated.

B. USE

This Questionnaire **must be used** to describe all staff positions covered under the U.W.O. Staff Association. Should you require assistance in completing this form, contact Salary Administration at extension 82198.

C. INSTRUCTIONS

1. The information must be authorized (signed & dated) by both the staff member, the immediate supervisor, and the Dean or Director before it is forwarded to the Salary Administration in Employee Relations Department.
2. The following table may be helpful in determining annual time percentages:

1 hr/day (14%)	1 day/week (20%)	1 day/year (0.4%)
1 hr/week (3%)	1 day/month (4.5%)	1 week/year (2%)
3. If necessary, please attach an extra page for additional information which you feel is required to provide a complete understanding of your position.

D. NOTES

1. A change in duties and/or responsibilities does not automatically imply a change in classification and salary.
2. A job description is not intended to measure an increase in the volume of work; rather it should only reflect the areas of responsibilities and the nature of duties.

Please complete below and forward with the Questionnaire.

Reason(s) for requested review

Classify new position

Change in responsibilities

Check current classification

Update your records

Routing approvals: I agree that this review is required

Immediate supervisor

J. H. Coverhill

Department Head _____

Dean's Office

Allen Penn

Date

Feb 27, 2003

