

HUMAN RESOURCES
SIMON FRASER UNIVERSITY
ADMINISTRATIVE & PROFESSIONAL STAFF
POSITION DESCRIPTION

Position Number: 97705

A. IDENTIFICATION

Position Title: Undergraduate Advisor
Department: Geography
Position Reports to: Manager, Academic & Administrative Services
Description Prepared by: Anke Baker
Date: November 30, 2015

B. POSITION SUMMARY

Briefly describe the primary function and purpose of the position in one or two sentences.

Provides advice to potential and registered undergraduate students of the academic requirements for the department of Geography degree and certificate programs, course offerings, and prerequisites; approves admission of students in Geography degree and certificate programs; and screens graduation applications and forwards recommendations to faculty undergraduate curriculum committees. Provides administrative support to the Chair of the Undergraduate Studies Committee; initiates, coordinates, and participates in student recruitment activities; and acts as liaison between the department and the Geography Student Union.

C. DUTIES AND RESPONSIBILITIES

Starting with those you consider most important, list and describe the main duties and responsibilities of the position. For each item start with an action verb and briefly describe what is done, how it is done, and why it is done.

Indicate in the right-hand column the percentage of time spent on each particular task.

Student Advising

60%

Provides advice to potential and registered undergraduate students of the academic requirements for the department of Geography degree and certificate programs, course offerings, and prerequisites; and assists students with program planning by suggesting programs, certificates, and courses aligned with personal career goals and interests. Provides information on future course offerings, prerequisite clearances, and waivers and activates course adds, drops, and lab/tutorial swaps as necessary, to facilitate registration. Holds office hours and responds to email and telephone enquiries in accordance with University, faculty, and departmental policies, procedures, and regulations.

Approves admission to students in degree and certificate programs by reviewing academic records and ensuring that students are aware of all requirements necessary for program completion, on occasion referring more complicated approvals, such as Post-Baccalaureate and Second Degree students, to the Manager, Academic & Administrative Services.

Screens graduation applications; forwards recommendations to faculty undergraduate curriculum committees; and follows up as required, on any irregularities in graduation requests.

Facilitates admission to Directed Readings courses and the Honors Essay by providing information and enrolling students following faculty approval of projects.

Supports the recruitment of undergraduate students for joint major programs offered by the department of Geography and other SFU departments (i.e., Business, School of Computing

Science) by promoting the program(s) and demonstrating the basics to potential students as applicable (e.g., GIS concepts and software).

Refers students to other University services as appropriate, such as Students Services, Admissions, Records, Academic Resources, Career Services, Counselling, Financial Aid, and the Student Ombudsman Office.

Acts as a liaison between the department and the Geography Student Union (GSU) Executive, acting as contact person for Geography student concerns, proposals, and opportunities, and bringing these to the attention of the appropriate person or persons within the department, in order to ensure a positive and rewarding relationship for students in the department.

Administrative Duties

40%

Under the direction of the Undergraduate Program Chair, and as a member of the Undergraduate Studies Committee, provides information (e.g., issues affecting course enrolment) and suggestions (i.e., course changes) to committee members regarding various undergraduate program initiatives.

Provides administrative support to the Chair of the Undergraduate Studies Committee. Assembles agenda items and attends meetings of the committee to prepare minutes and to follow up on decisions made by preparing paperwork as necessary for onward transmission and approval.

Assists the Manager, Academic & Administrative Services, by ensuring that all undergraduate curriculum changes are reflected accurately in the University calendar and by recommending editorial changes when necessary.

Creates and updates materials (i.e., undergraduate brochure, checklists, information sheets, etc.) for potential and registered undergraduate students and ensures that materials are up-to-date and available in print form and online. Contacts students and provides information about new program changes using various communication channels (e.g., email, social media).

Participates in outreach and/or recruitment events, both on and off campus (i.e., high schools and colleges), for the purpose of providing information to potential students about the school's programs and fostering student community development and engagement.

Initiates and co-ordinates orientation and information events such as Academic Options Day and the Information Evening for Early Admits by ensuring resources are arranged and by participating in events as required.

Assists with student recruitment by identifying 'A' students in lower division Geography courses; contacting them to promote Geography programs; and providing assistance with program approval to these students.

Oversees a filing system of undergraduate records, including copies of all relevant approvals of waivers and substitutions, in order to facilitate the checking of graduation requirements. Prepares letters approving waivers and substitutions for signature by the Chair of the Undergraduate Studies Committee.

Assesses and approves routine requests for Letters of Permission, International Exchange Program articulation, and evaluation of transfer credit, referring non-routine queries to the Chair of the Geography Undergraduate Studies Committee. Maintains file copies and returns forms to the appropriate office in Student Services.

Identifies students for scholarship nomination and refers recommendations to the Chair of the Undergraduate Studies Committee and Chair of the Department.

Maintains statistical records of honors, majors and minor students and enrolment figures to provide information to the Manager, Academic & Administrative Services, Chair of the Undergraduate Studies Committee, and Chair of the Department. Prepares statistical analysis of enrolments as requested by the Manager, Academic & Administrative Services.

Maintains articulation records, occasionally attending Geography Articulation Meetings and assisting with the organization of any such meetings held at SFU.

Assists in information systems (i.e., APR) development, testing and implementation of administrative processes, and maintenance of the departmental website and other online communication channels (i.e., social media). Recommends new and revised changes for advising and recruiting related initiatives.

Refers requests for class lists and enrolment tally reports to the Undergraduate Secretary.

Provides occasional administrative support to faculty, for example, by assisting in field trip organization for undergraduate courses, particularly with arranging logistics, for the international field course and physical geography field school.

Acts as back-up during absences of the Manager, Academic and Administrative Services by completing employee timesheets and dealing with other related matters as required.

D. DECISION MAKING

Give some typical examples of the most important decisions the incumbent is expected to make in carrying out the duties and responsibilities of this position. To what extent can the incumbent rely on established policies or advice from others in making these decisions?

- Recommends courses to students to satisfy degree requirements.
- Interprets the calendar, advising on departmental, faculty and senate regulations.
- Exercises discretion in making decisions dealing with academic problems or problematic situations and refers students to appropriate resource personnel as appropriate.
- Assesses student records and makes routine judgement decisions regarding registration clearances and/or approvals, letters of permission and transfer credit.
- Recommends how to promote degree and certificate programs to potential students.

Give some examples of the types of decisions the incumbent would refer to his/her supervisor.

- Student requests that deviate from established policies and/or procedures.
- Student problems such as student/faculty disputes and grade appeals.
- Transfer credit articulation between colleges and universities external to SFU.
- Waiver of a specific course requirement for graduation under unusual circumstances.
- When to participate in external recruitment visits.
- Final approval of presentation materials.

E. SUPERVISION EXERCISED

Indicate the number of employees for whom the position is responsible.

Number of employees reporting directly to position: 0

Total number of employees for whom the position has direct responsibility: 0

F. SUPERVISION RECEIVED

Describe the extent to which the supervisor determines the day to day workload of the position and assists in the completion of duties. Explain the nature of guidance received and how often work is checked or reviewed.

Works with minimal supervision under the direction of the Manager, Academic & Administrative Services, Chair of the Undergraduate Studies Committee, and the Department Chair. Exercises self-initiative and manages priorities with respect to workload planning. Brings potential problems or conflicts not governed by established policies and procedures to the attention of the Manager, Academic & Administrative Services, Chair of the Undergraduate Studies Committee, or the

Department Chair.

G. ENTRANCE QUALIFICATIONS

What combination of experience, training, and/or formal education do you believe is the minimum required to perform the duties of this position?

Undergraduate degree and three years of related experience in post-secondary program advising and registration services or an equivalent combination of education, training and experience.

- Good knowledge of University programs, policies, and procedures.
- Excellent organizational, problem-solving, communication (oral, written and presentation) and interpersonal skills.
- Skilled in the use of online student information systems (e.g., PeopleSoft), internet (e.g., web browsers, email, social media) and software applications (e.g., word processing, presentation, and database).
- Ability to exercise mature judgment, initiative, diplomacy, and tact.
- Ability to work collaboratively as a team member.
- Ability to prepare minutes of meetings.
- Excellent administration, coordination, and event planning skills.

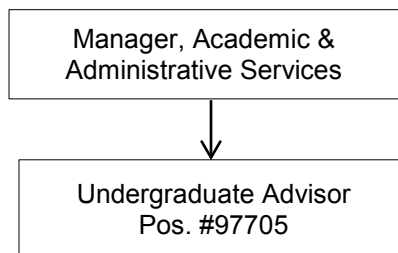
H. UNUSUAL WORKING CONDITIONS

Describe unusual working conditions, specialized skills, or any other aspect of the work that should be considered in evaluating this position

- May need to work occasional evenings or weekends to attend events on and off campus and modify work hours to accommodate changes in workload during peak periods.
- May have to deal with distressed, demanding, emotionally upset and/or angry students, and/or parents or relatives.

I. ORGANIZATIONAL RELATIONSHIPS

Indicate in the appropriate blocks the title of the position to which this position reports and the title of the positions reporting directly to it. If more detail is required, add additional blocks.



K. APPROVALS

Incumbent's

Signature: _____

Date: _____

Supervisor's

Signature: _____

Date: _____

Signature of Next

Administrative Level: _____

Date: _____