

**COORDINATOR - STUDENT SUPPORT PROGRAMS****NATURE OF WORK**

This is professional administrative and supervisory work in coordinating the activities of the Student Centre as well as University liquor services.

The employee of this class is responsible for planning, coordinating and supervising activities of the Student Centre and University liquor services. Work involves ensuring that student programs and services are provided in accordance with established guidelines and standards, preparing a variety of financial and inventory records, and maintaining student centre facilities. The employee of this class has considerable contact with University officials, staff, students and external organization representatives. Supervision is exercised over staff and students performing clerical and manual work. Work is performed with considerable initiative and independence under the direction of the Director and is reviewed through discussion and observation of results obtained.

**ILLUSTRATIVE EXAMPLES OF WORK**

Coordinates the day-to-day activities of the Student Centre including student identification, locker control, public address systems, games room, gymnasium, and related facilities.

Plans and organizes activities related to the provision of liquor services on a university wide basis; approves liquor purchases; maintains related records; ensures appropriate controls are maintained for liquor inventory; arranges security as necessary.

Coordinates financial aid services for the Short-term Loan Program/ Breezeway Emergency Fund; interviews students to assess financial need and legitimacy of requests; approves loan applications and completes authorization forms for issuance of loans; liaises with Financial and Administrative Services and bank representatives regarding delinquent accounts; maintains related records.

Evaluates current policies and procedures relating to the Student Centre; develops revised or new policies to resolve problem areas; recommends implementation to the Director; ensures that approved policies are implemented and adopted.

Supervises staff and students performing clerical and manual work; participates in the selection of staff and student assistants; plans and assigns work; establishes priorities; reviews work for conformity with established standards and procedures; maintains records of hours worked by part time staff.

Prepares and maintains expenditure records; maintains records of revenues received and deposits funds to appropriate accounts; reconciles monthly financial statements; investigates discrepancies; provides input into budget preparation through discussion.

Conducts inspections of the building, facilities and equipment; ensures that housekeeping, security and repair services are provided; liaises with University Works to coordinate renovations; allocates office space; oversees the preparation of facilities for final examinations and other functions.

Participates in the organization of student programs, for example, the Alcohol Awareness Program; contacts outside agencies to request participation and related information; acts as secretary to the Drug and Alcohol Awareness Committee; compiles information from various sources for review of committee.

Performs related duties as required.

### **REQUIREMENTS OF WORK**

Considerable administrative experience of a progressively responsible nature in student centre management; graduation from high school supplemented by completion of college level course work in business administration or organizational management; or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

Considerable knowledge of University and Student Centre policies, organization, rules, regulations and procedures.

Considerable knowledge of federal and provincial laws and University regulations governing the sale and consumption of alcoholic beverages.

Knowledge of the principles and practices of office management and supervision.

Knowledge of budget, personnel, purchasing and accounting procedures.

Knowledge of inventory and other internal control methods and procedures and related record maintenance.

Ability to plan, assign, schedule and supervise the work of subordinate staff.

Ability to evaluate procedures, to identify and solve organization problems and to institute or modify systems.

Ability to tactfully and diplomatically solve a variety of problems.

Ability to develop and maintain complex filing systems.

Ability to understand and follow oral and written instructions.

Ability to establish and maintain effective working relationships with students, administrators and outside agencies and organizations.

**2421**

**1991.09.05**

**Under Review: 2004.01.05**