



*Algoma University is committed to undoing systemic and institutional discrimination and being publicly transparent and accountable. Diversity, equity, and inclusion are fundamental to our Special Mission. In keeping with the Seven Grandfather teachings that are the core values that inform our decisions as an institution, we are committed to creating a welcoming, inclusive, respectful, and safe environment where everyone belongs. We live these values through the strength and richness that diversity brings to our workforce and welcome contributors from equity-deserving groups including: Indigenous Peoples, Black and racialized persons, women, Persons with Disabilities, 2 Spirit, Lesbian, Gay, Bisexual, Transgender, and Queer persons.*

<b>Job Title:</b>	<b>Academic Calendar Coordinator</b> Staff Bargaining Unit
<b>Position Status:</b>	Permanent, Full-Time (35 hrs/week) OSSTF
<b>Department:</b>	Office of the Registrar
<b>Supervision Received:</b>	Associate University Registrar
<b>Location:</b>	Sault Ste Marie or Brampton, ON
<b># of Positions:</b>	1

**PRIMARY FUNCTIONS:**

A. Academic Calendar Coordination	90%
B. Other Duties	10%
<b>TOTAL</b>	<b>100%</b>

The Academic Calendar is one of the principal sources of information and support for faculty, staff and students. Among other information, it reflects admission requirements and deadlines, academic regulations, programs of study, academic standards, degree and graduation requirements and general University policies.

Reporting to the Associate University Registrar, the Academic Calendar Coordinator will work closely with Program chairs, Academic Deans, faculty members, Senate Committees, Marketing and Communications Office to ensure the accuracy and reliability of the Academic Calendar.

This position requires excellent organizational skills and strong editorial skills. The ideal candidate must demonstrate attention to detail, clear communication, and collaboration skills



as they will be working with numerous program requirements, curriculum changes, course modifications, and new program development.

## RESPONSIBILITIES:

### A. Academic Calendar Coordination and Editing (90%)

- Serve as the central liaison for all updates to the Academic Calendar, such as program curricula (undergraduate, graduate, Graduate Certificate, and Professional And Continuing Education (PACE) programs), program completion and graduation requirements, academic regulations and policies, student services, fee structures, significant dates etc., along with providing comprehensive support and services associated with these changes.
- Develop, establish and coordinate a yearly plan for creating and maintaining the university's Academic Calendar and ensure that all stakeholders are prepared to begin the next review cycle
- Monitor Senate and relevant Senate committees responsible for program and course development to ensure that all changes are identified and subsequently updated as appropriate.
- Work with the Associate Registrar, Advising and Enrollment, to analyze and document course changes (additions, deletions, requisite changes etc.) that impact current students. Develops new and revised advising documents.
- Work with the Associate Registrar, Admissions, to analyze and document changes to program admission requirements.
- Maintain full editorial responsibilities for the calendar materials submitted by other offices, including grammatical correctness.
- Collaborate with all academic and administrative departments to gather and verify information related to the Academic Calendar necessary for program revisions and updates.
- Collaborate with university stakeholders to gather feedback and suggestions for calendar improvements.
- Ensure that all updates to the Academic Calendar comply with university policies, accreditation standards, and regulatory requirements.
- Ensure the availability of the current and archived Academic Calendars.
- In conjunction with the Associate University Registrar, is responsible for producing and maintaining the University's significant dates for eventual approval by Senate.
- Collaborates with the other members of the Registrar's Office to ensure curricular and course changes are accurately reflected in Student Administration System(s).
- Work to maintain currency with respect to changes in how academic calendars are organized, maintained and strengthened.



- Collaborate with the Marketing and Communication Office to ensure that the content of paper and digital versions of the Academic Calendar are synchronized and updated to ensure they are current and accurate.
- Collaborate with the Marketing and Communication department to ensure the Office of the Registrar's website and academic calendar are well laid-out, user-friendly, accessible, and aligned with the university's branding guidelines.

**B. Other Duties (10%)**

- Other duties, as assigned, which will align with the growth and development of the department.

**WORKING CONDITIONS:**

<b>Physical Effort</b>	<i>Minimal</i> Sustained periods of sitting and keyboarding
<b>Physical Environment</b>	<i>Minimal</i> Minimal exposure to unpleasant/disagreeable conditions
<b>Sensory Attention</b>	<i>Moderate</i> Frequent need for detailed/precise work to be completed while accommodating regular interruptions
<b>Mental Stress</b>	<i>Moderate</i> Work activities are performed in an environment with some exposure to mental pressure conditions

**MINIMUM QUALIFICATIONS**



- Undergraduate degree in any field, and a minimum of three (3) years of experience in a university or post secondary academic services environment, or an equivalent combination of education and experience, is required.
- Strong demonstrated knowledge of academic programming is required.
- Strong demonstrated knowledge of post-secondary academic policies, processes, and principles is required.
- Proficiency in using academic calendar management software and digital tools is required.
- Familiarity with cloud computing platforms and services including Google Suite and Microsoft Office is required.
- Strong writing and editorial skills; editorial experience in publication is an asset
- Excellent organizational skills, and thorough attention to detail.
- Excellent communication and interpersonal skills.
- Strong problem-solving skills, good judgment, and decision-making skills.
- Strong analytical skills to effectively organize and interpret data.
- Ability to prioritize and balance competing priorities, work independently, and coordinate work with others in a fast-paced environment.
- Understanding of, and ability to uphold, confidentiality.
- Willingness and ability to travel between campuses.

**Salary Scale:     \$51,521 to \$64,401 annually**

**Please submit a resume and cover letter (combined PDF) to  
[talent.acquisition@algonau.ca](mailto:talent.acquisition@algonau.ca) no later than 4:00 p.m. on May 3, 2024.**

Algoma University is strongly committed to fostering diversity and inclusivity within our community and is an equal-opportunity employer. The university invites and encourages applications from all qualified individuals who would contribute to the further diversification of our Institution, including equity-deserving groups that are traditionally underrepresented in employment (Indigenous peoples, racialized persons, women, persons with disabilities, and 2SLGBTQQIPA+ persons).

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, upon request, accommodation will be provided by Algoma University throughout the recruitment, selection, and/or assessment process to applicants with disabilities.