

**YUKON UNIVERSITY
POSITION DESCRIPTION**

PART I - IDENTIFYING DATA

Position Number:	YCXXX	Headquarters:	Whitehorse
Position Title:	Coordinator, Industrial Safety	Supervisor's Name:	Ginny Coyne
Incumbent:		Supervisor's Title:	Department Head
Division:	Continuing Studies	Date Completed:	July 17, 2025

PART II - SUMMARY (broad statement of why position exists)

Reporting to the Department Head, this position is responsible for coordinating and supporting administrative processes, particularly in the area of cost recovery programs, to ensure the delivery of responsive, high-quality industrial safety programming in line with the University's mission and according to direction from client groups. This position also performs other related coordination support duties as required.

A. Duties and Responsibilities

1. Major Function - the most important activity or responsibility required (describe what is done, why it is done, and how it is done):

This position is responsible for coordinating and providing administrative support to industrial safety programs, especially in the area of cost recovery and client-sponsored courses, in the following ways:

- a) Coordinating the delivery of industrial safety programs by: initiating advertising/marketing; purchasing and arranging the delivery of course materials, prepping and moving training equipment and supplies, and maintaining an inventory of teaching aids, preparing course create information, booking classrooms and audio-visual aids, ensuring course information on the webpage and in a course guide is updated and accurate; and resolving conflicts;
- b) Liaising and coordinating with large numbers of outside and local contractors for delivery of cost recovery courses, including setting course dates and schedules, initiating service contracts, and/or personnel documentation, such as hires, time sheets, and honoraria, and coordinating travel arrangements;
- c) Facilitating the registration process on behalf of the Registrar by: distributing, collecting and checking student registration forms and final grade sheets for completeness and accuracy before forwarding to Admissions for Banner entry; liaising with client groups in order to monitor and update enrollment data, maintaining student wait lists when required;
- d) Maintaining a database system to monitor third party programs for cost-recovery status, third-party billing and internal accounts receivable;
- e) Providing orientation and support for itinerant and casual instructors, including:

classroom technology/AV use orientation; supplies; outlining procedures for accessing support services like printing, purchasing, book orders, access to Academic Regulations, and Division and University policies and procedures; preparing appropriate administrative paperwork (course folders) for course delivery such as rosters, security information and other course specific required documentation;

- f) Providing students and the public with access to program information, such as the transferability of courses to and from other institutions, advanced credit, explaining options and recommending preferred options, and providing assistance on University administrative processes;
- g) Word processing and desktop publishing; forms, calendar submissions, booklets and brochures, reports, correspondence, contracts, minutes or memos as required;
- k) Maintaining security of office area and records: exams, student records and appeals, evaluation and financial data, and other confidential information.

Approximate percentage of job time above functions are performed: 80%

2. Other Principal Activities, in order of importance (describing for each what, why and how, and approximate percentage of job time required, rounded off to the nearest 5%);

This position also provides coordination support to the Continuing Studies Division by:

- a) Monitoring overall program budget status by: assisting with research and budget estimates for proposals; initiating new coding, and processing accounts payable and receivable;

Organizing and/or attending meetings.

- b) Conducting preliminary research for curriculum course information and reference materials, collecting and assembling program information for program marketing and advertising in media; developing informational booklets and brochures for circulation to media, public, local trade/business fairs; based on that information, developing handbooks for orientation of public, staff, registered, and potential students;
- c) Distributing and tracking non-credit course certificates;

Approximate percentage of job time above functions are performed: 15%

3. Examples of Additional Activities which may be performed:

- a) Attending departmental meetings, special events, teleconferences, workshops, and seminars as required.
- b) Providing coverage for the other support positions within the department, as required.
- c) Invigilating exams and other related duties as required.

- d) Contributing to the College as a whole through participation on University committees and at general meetings.

Approximate percentage of job time above functions are performed: 5%

4. Approximately how long will it take for a fully qualified employee from outside the work unit to reach the full working level of the position?

Approximately twelve (12) months.

B. Problem-solving and decision-making

1. a) List any sections of Acts, Regulations, and Policies or Procedures the incumbent must be fully familiar with in order to perform the position's functions:

Yukon University Policy and Procedures Manual; Student Regulations; Academic Regulations; Canada Copyright Act; Yukon University Calendar; Red Cross Program Standards, Occupational Health and Safety Act, Justice Institute of British Columbia policies

- b) Is the position responsible for interpreting, administering, or enforcing any of the above? If yes, explain.

Yes, interpreting policies and procedures for other staff and administering the correct policies and procedures.

2. a) Describe the kinds of recommendations the incumbent is regularly required to make and to whom:

Supervisor – changes to office procedures and general administrative procedures, and College policy matters.

- b) Who normally makes the final decisions with respect to those recommendations?

Supervisor or Director

3. a) Describe the kinds of final decisions regularly made for which the incumbent is held accountable.

- Day-to-day priorities;
- Information provided to students and members of the public.
- Advice provided to Instructors and other Coordinators;
- Purchases within the delegated amount of 2500.

- b) What is the direct impact of those decisions?

Decisions impact on the commitment of funds, on course delivery, on client satisfaction, and on record keeping.

C. Freedom to Act

1. Describe the way in which this position receives direction:

From a supervisor, although the incumbent must demonstrate independence on day-to-day workload, including setting priorities.

2. **What legislation, regulations, procedures, or established practices guide, constrain, or limit the activities of this position?** B1 (a)

3. **How is the work of the position normally checked or evaluated?**

Through formal evaluations and regular feedback by supervisor; and daily feedback from dean, instructors, colleagues, students, client groups and public.

4. **What types of decisions are normally referred to the supervisor? (Give examples)**

Expenditures beyond delegated limits; unprecedented changes to work procedures; work priority or human resource conflicts beyond authority; unusual queries from students or public.

D. Financial Accountability

1. a) **Annual Budget (for unit under the direct control of the position):** N/A

Fiscal year:	\$
Annual payroll:	\$
O/M Budget (excluding payroll):	\$
Capital Budget (excluding payroll):	\$
Revenues:	\$
Recoveries:	\$

- b) **Who prepares this budget?** N/A

- c) **What is this position's accountability for budget once allotted?**

Delegated signing authority.

- d) **Does position have authority/ability to reallocate resources?** No.

- e) **Signing authority levels:**

Cost centre level \$1000 for division administration and programs

2. **Other expenditures or revenues influenced by this position and how.**

Performance of duties associated with this position will directly affect the financial viability of cost recovery activities.

Responsible for assistance with orderly storage and monitoring of third party funding contracts to ensure timely accounts payable and receivable completion.

E. Management Supervision of Human Resources

 X 1. No direct supervisory duties.

 2. Supervisory duties.

a) Number of positions supervised directly: Permanent _____
Aux/Casual _____

b) Nature of supervision: (check any of the following supervisory tasks that are to be performed on a regular basis):

- a) show colleagues how to do tasks
- b) train other employees in work procedures
- c) assign work and review for quality/quantity
- d) establish work priorities and schedules
- e) change duties and responsibilities
- f) participate with supervisor in employees' performance evaluations, or formally appraise employees' work performance and discuss appraisal with them, making a final recommendation to advance or withhold merit increments
- g) recommend appointment or rejection upon completion of probationary period
- h) interview employees with attendance or performance problems
- i) act as first formal step in the grievance procedure
- j) interview candidates for vacant positions in the unit
- k) give opinion to supervisor on selection of new employees, or make final decision on selection of new employees
- l) other (describe)

F. Key Personal Contacts

<u>Who (what positions or groups)</u>	<u>Purpose</u>	<u>Frequency</u>
1. Supervisor	Work assignment	Daily
2. Colleagues	Exchange information and advise	Daily
3. Students/public	Course Information	Daily
4. Instructors	Assist with administrative duties	Daily
5. Deans/Chairs	Exchange information and advise	Weekly
6. Resource Centre	AV needs	Weekly
7. Sponsoring agencies	Exchange Information & reports	Weekly
8. Contractors	Administrative Information	Weekly

G. Tools, Equipment, or Machinery Used

<u>Name</u>	<u>Purpose</u>	<u>Percentage of Time</u>
Computer	Word processing/spreadsheets	70%
Telephone	Communications	10%
Photocopiers (various)	Reproduction	10%
Webpage	Communications	1%
Scanner	Reproduction	1%
Calculators	Computations	1%
AV equipment	Courses	2%

H. Working Conditions

Describe any adverse conditions that are normal and expected in the job.

a) Describe weights lifted:

<u>Type</u>	<u>How Heavy</u>	<u>Percentage of time</u>
Course equipment or material	up to 25 kg	10 %

b) What working conditions (sitting, standing, bending, reaching) or types of physical effort (hiking, walking, driving) are required?

<u>Type</u>	<u>Percentage of time</u>
Sitting	50%
Standing/walking	25%
Lifting	20%

c) Describe any physical hazards present:

<u>Type</u>	<u>Percentage of time</u>
VDT	70% of the time
WHMIS (working with Bleach, and medical supplies)	5%

d) Describe special physical conditions leading to discomfort:

<u>Type</u>	<u>Percentage of time</u>
Working at keyboard and repetitive movements	60% of the time

e) Interpersonal Conditions: Check any of the following conditions, which are normal and expected in the job and give examples:

- ☐ high level of dissatisfied clients
- ☐ high level of emotional clients
- ☐ potential physical abuse from clients
- ☒ regular critical deadlines
- ☐ high level of irregular critical deadlines
- ☒ constant interruptions
- ☒ instructions from more than one source
- ☐ students or staff under work related stress
- ☐ other

-e.g., provides administrative services to many program areas, constant interruptions for program information to public/employees/students, regular course and financial deadlines.

f) Travel Required

- a) average number of trips annually –
- b) average number of days per trip -
- c) average distance per trip –
- d) most frequent mode of transportation –

I. Organization Chart

- Complete portion above dashed line whether the position supervises or not.
- Complete portion below dashed line if this position supervises others.

IMMEDIATE SUPERVISOR'S POSITION

Title: Department Head

Classification: Level BU11

PEER POSITIONS: (all those reporting to the same immediate supervisor)

Title: Coordinator, Science Adventures

Classification: BU08

Title: Instructor/Coordinator TIOW (X2)

Classification: BU09

Title: Administrative Assistant

Classification: BU05

Title:

Classification:

SUBJECT POSITION TITLE: Coordinator

SUBORDINATE POSITIONS: N/A

Title:

Classification Level:

No. of Employees:

Title:

Classification Level:

No. of Employees:

Title:

Classification Level:

No. of Employees:

PART III – SIGNATURES

I confirm that this describes the duties and responsibilities I require of an incumbent in this position and have reviewed the description with the incumbent (where applicable).

I have read the foregoing position description and understand that it is a general description of the duties assigned to the position that I occupy.

Immediate Supervisor

Incumbent

Date

Date

Dean/Director or Designate

Date

PART IV - QUALIFICATIONS

To be completed by the Dean/Director or designate

A. Minimum Knowledge, Skills and Abilities Required

- Excellent written and oral communication skills;
- Knowledge of office practices & procedures
- Excellent word processing knowledge and skills;
- Proficiency in Microsoft Word, Excel
- Bookkeeping experience or coursework
- Strong ability to analyse & solve problems systematically
- Strong organizational skills
- Excellent customer service and interpersonal skills
- Sensitivity to cross-cultural and gender issues
- Awareness of systems and behaviors ensuring confidentiality and discretion in interpersonal dealings with students and student records
- Understanding of the process for planning and facilitating the delivery of short courses, workshops, conferences, or related activities.

B. Licenses, Certificates Required - Give title and section of any legislation, regulations, or other authority where applicable.

C. Other skills and/or knowledge which may be desirable, but not necessarily essential to the performance of the position's duties.

Previous work experience in an adult educational environment

PART V – UNIVERSITY SIGNOFF

Comments: I approve this position description as being
..... representative of the work I require to be performed
..... and that the responsibility levels identified have
..... been delegated to this position.

.....
Signature - Director, Human Resources Signature - Yukon University President

Date: Date:

FOR HUMAN RESOURCE SERVICES USE ONLY:

Evaluation Point Results:	
Knowledge and Skills	106
Accountability	35
Mental Demands	26
Working Conditions	
Total Points:	167
Pay Level:	BU06