

**Administrative Coordinator  
Faculty of Engineering**

Dalhousie University is Atlantic Canada's leading research-intensive university and a driver of the region's intellectual, social and economic development. Located in the heart of Halifax, Nova Scotia, with an Agricultural Campus in Truro/Bible Hill, Dalhousie is a truly national and international university, with more than half of our 18,800 students coming from outside of the province. Our 6,000 faculty and staff foster a vibrant, purpose-driven community, that's celebrating 200 years of academic excellence in 2018.

Comprised of approximately 100 faculty members, 45 staff members, 560 graduate students, and 2000 undergraduate students, the Faculty of Engineering continues to grow and is one of the most innovative faculties at Dalhousie. Reporting to the Director of Finance and Administration, the Administrative Coordinator will provide effective and efficient day-to-day management of a variety of financial, human resource and general administrative functions in the Faculty of Engineering.

**Key Responsibilities:**

- Monitor and reconcile operating, endowment, and selected research and special purpose accounts.
- Assist with the Faculty budgeting process, conducting quarterly reviews, preparing forecasts and budget allocation models.
- In an advising capacity, liaise regularly with Department Heads and administrative staff to provide assistance and ensure adherence to Faculty and University policies or collective agreements as they pertain to financial and human resource administration.
- Coordinate the faculty search process by guiding search committees in required procedures and facilitate hiring procedures for staff positions, including composing job descriptions and outlines.
- Regularly advise staff on policies, procedures and systems, as well as review Faculty policies and procedures in order to recommend improvements.
- Manage clerical support staff, including responsibility to hire, schedule and assign work, and manage performance.

**Qualifications:** Undergraduate degree in Business Administration or related field with approximately 3-5 years' related experience in a university or similar setting, including financial accounting and human resource functions (or equivalent combination of training and experience) is required. Good communication (written and verbal) skills and strong attention to detail are required. Proficiency with a variety of computer programs (word processing, spreadsheets and databases) required.

*Dalhousie University supports a healthy and balanced lifestyle. Our total compensation package includes a defined benefit pension plan, health and dental plans, a health spending account, an employee and family assistance program and a tuition assistance program.*

**Apply online by June 25, 2018 to competition DPMG-18072.**

**Salary Range:** \$44,034 – \$59,575 per annum (ADM-04). This is a provisional classification. Formal classification procedures will be initiated by the Compensation & Job Evaluation Unit in approximately six months.

This position is part of the Dalhousie Professional & Managerial Group (DPMG).

---

*Applications from university employees and external candidates are given concurrent consideration. Among short-listed candidates, university employees will be given special consideration. We thank all applicants for their interest, however, only candidates selected for an interview will be contacted.*

*Dalhousie University is committed to fostering a collegial culture grounded in diversity and inclusiveness. The university encourages applications from Aboriginal people, persons with a disability, racially visible persons, women, persons of minority sexual orientations and gender identities, and all candidates who would contribute to the diversity of our community. For more information, please visit [www.dal.ca/hiringfordiversity](http://www.dal.ca/hiringfordiversity)*