UNIVERSITY COLLEGE OF THE FRASER VALLEY
SUPPORT STAFF POSITION DESCRIPTION

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<tr>
<th>Position Title</th>
<th>Number</th>
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<tr>
<td>Department Assistant/Advisor, Social Services &amp; Social Work</td>
<td>596.20</td>
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<tr>
<th>Department &amp; Division</th>
<th>Date Classified</th>
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<tr>
<td>Social Services &amp; Social Work Programs, Faculty of Science &amp; Technology, Health and Humans Services</td>
<td>January 26, 2000</td>
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<thead>
<tr>
<th>Title of Immediate Supervisor</th>
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<td>Department Chair</td>
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<th>Positions Supervised</th>
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PURPOSE
Under the general direction of the Department Chair, provides primary academic advising to students in the Social Services diploma and Social Work degree programs, and provides program support to the Department Chair and Faculty

DUTIES & RESPONSIBILITIES

Student Support
Advises current and prospective Bachelor of Social Work and Social Services diploma students in accordance with University College procedures and regulations.

Provides front line support for students and prospective students, assists students in decisions regarding course work; works to coordinate supportive measures for students; liaises with Counseling and Advising, acting as consultant as required; clarifies SSSW regulations and changes; keeps apprized of services available to students.

Reviews and evaluates all applications for admission to the BSW program and forwards qualifying applications to the BSW Admissions committee; coordinates BSW applicant interviews.

Evaluates transcripts for admittance to degree and diploma program according to the BC Transfer Guide, UCFV Transfer guide, and assesses and recommends transferability of non-articulated courses using official course outlines.

Screens and approves student course selection, letters of permission and assignments of transfer credit to UCFV’s BSW degree and SS/SA diploma; works closely with the Registrar’s office to ensure that transfer credit is accurately reflected; ensures letters of permission are in student files.

Reviews and evaluates all graduate applications for the BSW and SS/SA diploma programs, conferring with departments and students as required.

Liaises with Admissions and Records; informs Registrar’s staff of matters relating to letters of permission, transfer credit, student records, system reports, registration and graduation decisions, and departmental priorities. Monitors class and wait lists and removes or gives permission to students based on department policy.

Liaises with other UCFV departments and ensures accurate and effective communication exists.

Establishes and maintains a variety of automated filing systems, systematic records management and disposal using current word processing, spreadsheet, Student Registration System (SRS), SPSS, Novell Group Wise, and Banner.

Sets up and maintains student’s confidential files; organizes student records, correspondence and reporting procedures; produces and maintains statistical information regarding UCFV SSSW students.

Develops program plan forms and various advising tools to assist students in course planning and program completion; maintains up to date program plans to monitor student progress.

Responsible for keeping apprized of all changes to department, faculty and UCFV policies, procedures and regulations.

Provides information to and consults with Canadian and American colleges, universities, institutes and various employer groups regarding...
UCFV SSSW programs.

Maintains up to date files of all course outlines; submits and defends course changes to PAC.

**Support to Department Chair**
Provides front line assistance for the Department Chair through telephone and personal enquiries, problem solves and troubleshoots where necessary. Provides continuity in Department Chair’s absence or change.

Reviews budget reports for errors and produces summary for department. Tracks invoices, purchase orders, work requisitions, etc.

Assists the Department Chair with special projects, reports, and proposals.

**Faculty Support**
Provides administrative support for the SSSW department, processes purchase orders, expense claims; coordinates textbook orders, departmental meetings, advisory committee meetings and department retreats.

Provides other UCFV departments with information on instructors; requests and ensures faculty have appropriate office space with computer, mail and telephone systems in place.

Provides instruction for faculty in basic computer systems at UCFV.

Prepares and revises departmental documents including calendar material and brochures. Assists with timetable preparation; ensures accuracy of seat reservations and room bookings.

Develops various forms and tools to assist in departmental function (e.g. timetable summaries, budget summaries, student tracking tables, etc.)

Designs and produces certificate of appreciation for community practicum field supervisors.

Participates as an active member of the convocation committee and other UCFV committees as appropriate.

Acts as High School Liaison for the department and represents the SSSW department at community functions as appropriate.

**QUALIFICATIONS**

**Education & Training**
Diploma

**Experience**
Two/Three years work experience in the post secondary system.

APPROVED: ______________________________  __________  __________
Dean Date

Approval of Rating Team: __________  __________
FSA Mgmt.