



# THE HARRIET TUBMAN INSTITUTE

FOR RESEARCH ON AFRICA AND ITS DIASPORAS

**JOB TITLE:** Institute Coordinator

**DEPARTMENT/FACULTY:** Harriet Tubman Institute

**MANAGER'S TITLE:** HR Business Partner, VPRI

**PAY RATE:** YUSA 2 @ \$22.33/Hour

**HOURS OF WORK:** 21 Hours/Week

**DATE PREPARED:** June 1, 2018

**AUTHORIZED BY:** HR Business Partner

## I. JOB PURPOSE:

Under the direction of the Director and Deputy Director, the Institute Coordinator administers and coordinates the overall operational activities of the Harriet Tubman Institute for Research on Africa and Its Diasporas (Tubman), and supports the Director's/Deputy Director's planning, guidance and implementation of Institute activities. The Institute Coordinator supports the research development, knowledge mobilization and dissemination activities of the Institute. Acts as a key resource person for the institute with other university departments and faculties including the Office of the Vice-President, Research and Innovation (VPRI), and Research Accounting, as well as the public and non-university institutions, locally, nationally and internationally.

In collaboration with the Director and/or Deputy Director and/or Principal Investigators, and/or the Executive and other relevant committees and sub-committees, supports the development of the Tubman and research projects by identifying research and academic opportunities and coordinating a communication and outreach strategy focused on knowledge mobilization, network building and supporting research collaboration with academics, policy makers and community stakeholders.

## II. MAJOR AREAS OF RESPONSIBILITY:

***Briefly indicate major areas of responsibility and the associated percentage of time. Define the responsibility in lines A, B, C, D, etc. Identify the primary contacts and specify the purpose of the communication related to each task.***

### **1. Project and Programme Development Support and Coordination (40%):**

A) Coordinates and operates various knowledge mobilization, social networking and technical tools that can be used by a variety of research networks, including virtual research networks. The Tubman Institute is creating six new research clusters corresponding to the research interests of the scholars. Each research cluster will be required to contribute a program (speaker series, publication series, film series, community outreach program, short courses etc.) Takes direction from the members of the clusters, the Director and/or Deputy Director to assist in the creation of these programs through compiling information, arranging meetings and monthly events.

B) Organizes workshops to various stakeholders, including community, policy and research communities about the

historical and contemporary issues affecting persons of African descent.

C) Provides support to project/research partners in developing new proposals and grant applications ensuring compliance with competition guidelines, particularly regarding the budget development and allowable expenditures.

D) Assists with the development of local, national and international research networks and liaises with various community organizations.

## **2. Budget Development and Administration (30%):**

A) Works closely with and under the direction of the Director and/or Deputy Director and/or Principal Investigators, supports the development of project budgets of the Tubman faculty and of the collaborative research projects of the institute and prepares budget submissions in accordance with specific guidelines of York and external funding agencies.

B) Administers and monitors endowment, community outreach, travel fund, operating budgets, Tubman research grants and/or contracts awarded to the institute to ensure accuracy of documents processed.

C) Maintains back up documentation for all transactions and reconciles against eReports.

D) Prepares, reviews and reconciles monthly, quarterly and annual financial reports; follows up and resolves any discrepancies; brings unresolved issues to the attention of the Director and/or Deputy Director and/or Principal Investigator.

E) Liaises with the Finances and Research Accounting departments and the Office of Research Services at York and with external funding/accounting departments of funders and research partners, regarding interpretation of guidelines/restrictions, resolving discrepancies.

F) Monitors budget expenditures on project and institute accounts; maintains current balances, status of grants.

G) Undertakes budget revisions of projects as required and liaises with relevant stakeholders for authorization.

H) Prepares purchase orders and requisitions; processes expense accounts; processes payment for suppliers and e-commerce payments.

I) Prepares all accounting forms, including journal transfers, expense reports.

J) Prepares ETFs, monitors and submits timesheets for work/study students and casual or part time staff; seeks approvals as required.

K) Supports the Director, Deputy Director and Tubman associates in their fundraising activities and liaises with University Advancement, faculty members, alumni, and community partners regarding fundraising issues.

## **3. Communication and Outreach (15%):**

A) Contributes to and coordinates the maintenance of the Tubman's public presence and internal profile, and to the institute's informational resource services, in electronic and print media. This entails website development and management, including e-commerce functionality, online registrations, online conference support as well as maintenance and development of the Tubman Digital Archive.

B) Maintains various Tubman listservs, extensively uses social media (blogs, Facebook, Twitter, Flickr etc.) on various platforms (Wordpress, Drupal, Omega) as well as listservs and websites of associated Tubman partners and Principal Investigators.

C) Acts as a key informational resource by promoting research produced by Tubman associates and partners to subscribers.

D) Disseminates information about Tubman events and activities as well as Tubman research projects and other emerging research whether from local, national or international sources.

E) Coordinates meetings with external community partners, as well as the annual Open Houses organized to promote and discuss Tubman activities.

## **4. Administrative/Secretarial Support (10%):**

A) Answers a variety of internal/external inquiries by telephone, email and in-person from students, faculty, general public, other agencies and institutions concerning the Tubman Institute and provides accurate, factual information concerning research, activities and researchers of the Institute; refers to others and redirects as required; fields calls from the media and directs them to the appropriate Tubman researchers.

B) Supports administrative needs of members and visitors by providing invitation letters, liaising with immigration visa offices, letters of support, purchasing office supplies, maintaining membership lists, coordinating membership applications and communicating with successful applicants.

C) Coordinates the allocation of space (including the scheduling and assignment of research carrels in the Tubman Graduate Student Work Area), keys and/or security cards for the Tubman Institute.

D) Organizes and coordinates conferences, symposia, workshops, lectures and other Tubman events, including

- accessing live streaming and/or recording technology, producing and distributing publicity, registration management, arranging travel and accommodation, catering, room bookings, audio-visual support, refreshments.
- E) Liaises with guests (speakers, visiting scholars, conference participants etc.) regarding directions, parking passes, and hospitality arrangements; arranging special accommodation as needed.
- F) Arranges Tubman Executive and research development meetings, books rooms, coordinates dates and times, prepares and sends out agenda and supporting documents.
- G) Attends meetings, takes minutes, transcribes and distributes minutes and other documents as required.
- H) Oversees the general information flow, announcements, correspondence; maintains mailing lists, databases; updates to the website; distributes mail.
- I) Organizes and maintains the central records, including confidential records of the institute, and advises on all administrative processes in the institute.
- J) Coordinates the production, editing and distribution of the institute's publications: newsletters, brochures, reprints, conference materials.
- K) Assists with the preparation of the Tubman Institute's Annual Report: writing the initial draft and editing subsequent drafts, gathering information from Tubman members, documenting scholarly activities for the previous year and institute metrics.
- L) Coordinates the selection and awarding of student bursaries, awards and other sorts of support.
- M) Assists researchers with administrative aspects of grant applications, including data entry on online application forms, formatting and entry of electronic CVs; collating, formatting and uploading information and documents from co-applicants, and securing necessary signatures.
- N) Works to deadlines and follows university processes for approval and submission of applications.
- O) Coordinates the hiring process of GAs/RAs, work/study students, part time employees including preparing job descriptions as directed by the Director, work authorization forms and budgets; and seeks approvals, as required.
- P) In consultation with the Director and/or Deputy Director and/or Principal Investigators, screens applications by sorting resumes based on approved established criteria.
- Q) Provides training, oversees and coordinates workflow of work/study and graduate students as well as part-time casual employees. This includes providing direction of, overseeing the work of designated part-time casual and/or Graduate Assistant staff.

**5. Other Related Duties as Required (5%)**

**III. COMMUNICATIONS:**

***Specify the language other than English which this job requires: N/A***

- 1.
- 2.
- 3.

***Check appropriate level(s) for each language specified.***

Level	<i>Languages (if applicable)</i>			
	English	1	2	3
Basic reading skills (e.g., scanning text, reading forms, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Basic writing skills (e.g., writing brief notes, completing forms, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Basic speaking skills (e.g., asking & answering simple or repetitive questions, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comprehends written material (e.g., extracting information/details, reading reports/correspondence, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Writes non-complex documents (e.g., composing factual information/short routine correspondence, taking minutes, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sustains conversation on specific topics (e.g., explains standard policies/procedures/services, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comprehends complex texts (e.g., reading & interpreting policy papers/research papers/technical reports, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Composes documents (e.g., drafting reports/recommendations/research papers/summaries, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sustains in-depth conversation (e.g., interpreting & expressing complicated ideas, making presentations, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### IV. PHYSICAL & SENSORY DEMANDS/ENVIRONMENTAL CONDITIONS:

Check the applicable box (es) & indicate the average percentage of time. (Over the course of a year).

- |  |          |  |     |
|--|----------|--|-----|
| <input checked="" type="checkbox"/> VDT Use                    | 45%      | <input checked="" type="checkbox"/> Bending          | 5%  |
| <input checked="" type="checkbox"/> Prolonged visual attention | 50%      | <input checked="" type="checkbox"/> Walking/mobility | 10% |
| <input checked="" type="checkbox"/> Prolonged audio attention  | 45%      | <input type="checkbox"/> Extreme temperatures        | %   |
| <input checked="" type="checkbox"/> Hand/finger dexterity      | 25%      | <input type="checkbox"/> Loud noises                 | %   |
| <input checked="" type="checkbox"/> Prolonged sitting          | 45%      | <input type="checkbox"/> Noxious fumes/odours        | %   |
| <input checked="" type="checkbox"/> Prolonged standing         | 10%      | <input type="checkbox"/> Toxic chemicals             | %   |
| <input type="checkbox"/> Lifting and/or carrying               | (approx. | <input type="checkbox"/> Verbally abusive            | 2%  |
| lbs/    kg)  |          | <input type="checkbox"/> Physically threatening      |     |
| <input type="checkbox"/> Other                                 |          |  |     |

#### V. RESPONSIBILITY FOR OTHERS:

Does this job have responsibility for others  Yes  No

Check the applicable responsibilities and indicate the corresponding number of individuals.  
 "Full time/Part time" (f/t-p/t) includes continuing, temporary or sessional positions. "Casuals" includes individuals/students working on specific occasions (less than 24 hours a week or less than 3 months).  
 Specify the total numbers supervised in a year.

	<u>F/T - P/T</u>	<u>Casuals</u>
<input type="checkbox"/> Is delegated responsibility in absence of regular supervisor	#	
<input checked="" type="checkbox"/> Gives direction or instructions	#	Up to 6
<input type="checkbox"/> Decides what tasks/projects other should do first	#	
<input checked="" type="checkbox"/> Arranges work schedules, coordinates work flow & reviews completed work	#	Up to 6
<input checked="" type="checkbox"/> Trains others in new tasks or estimates training needs	#	Up to 6
<input type="checkbox"/> Approves vacation/time off	#	
<input checked="" type="checkbox"/> Participates in hiring, acts as a resource	#	Up to 6

## VI. QUALIFICATIONS:

**Define the minimum knowledge, skill and ability requirements necessary to perform the job.**

### **Minimum level of formal education required:**

Completion of a University Degree in a field related to research on Africa and/or its diasporas. These could include, but are not limited to, African Studies, African Diaspora Studies, Latin American Studies, Caribbean Studies, History, Anthropology, Political Science, Labour Studies, Gender Studies, Humanities, Environmental Studies or Fine Arts.

*Please note: This position requires the candidate to produce a verification of degree(s), credentials(s), or equivalencies from accredited institutions and/or international equivalents at the time of interview.*

### **Minimum number of years and type of relevant work experience required:**

Minimum two years of related work experience in an academic or related research focused unit or NGO environment providing administrative and financial administration support. Previous experience in coordinating the work of others, in an academic or the voluntary sector, would be an asset in the oversight of teams of students and volunteers at the Institute. Previous experience with maintaining multiple budgets would be an asset.

### **Skills required:**

- Excellent cross-cultural and inter-personal skills as the daily activities of the Tubman typically involve advising members of the public, overseeing the work of students and collaborating with individuals and institutions on a global basis.
- Comprehensive field-specific knowledge and background to communicate effectively with academics, government officials, policy makers, community members and the general public; to engage in effective outreach and knowledge mobilization.
- Superior written and oral skills are required, with an ability to communicate effectively with academics, government officials, policy makers, community members and the general public. The position requires an ability to communicate in various registers (formal, academic or plain language).
- Intermediate financial management skills are required for budget planning, forecasting, cash flow reporting, developing reports for funders, particularly in connection to large, multi-year, multi-institutional grants.
- Excellent organizational skills to schedule, prepare and distribute agendas for meetings (executive, committee etc) with supporting documentation; attends meetings and takes minutes.
- Ability to deal with confidential material, including personal information, payroll details, grant proposals and other intellectual property.
- Superior organizational skills to support the many Tubman activities (speaker series, conferences, symposia, and other events)
- Understanding research procedures and the grant application process are necessary to provide administrative support to faculty members applying for research funding (e.g. entering academic CV details in online systems, completing online applications, collating information from co-applicants and uploading the relevant documents).
- Ability to coordinate the workflow of others is required in order to assign tasks to work/study students, part time casual staff or graduate assistants effectively.
- General knowledge of bookkeeping and accounting principles are required; knowledge of university policies/procedures related to finances to prepare finance documents and forecast/budget exercises accurately are assets.

Demonstrated computer skills in MS Word, Excel, and PowerPoint at the intermediate level; able develop and maintain websites and digital archives using Wordpress, Drupal, or Omega) and to navigate/migrate/enter data into online forms. Ability to draft/prepare correspondence, documents, newsletters, annual reports, and PowerPoint presentations as well as to update or post new information on the institute's websites and digital archives.

## VII. JOB SPECIFICATIONS:

Hours of work: **8:30 am to 4:30 pm. May be occasionally asked to work outside normally scheduled hours to support conferences, research applications and other events.**

Summer: **Same**

Does this position involve overtime? Regular  Occasional  Rare   
**Overtime may be necessary during peak periods**

What are the peak periods for this position? **September and October; March and April**

Is there any change of hours during peak periods? Yes  No

Hours during peak periods:

Is there any time during which vacation is restricted? Yes  No

Define the restriction:

**Depending on operational requirements.**

**Please note the position reports to the Director of the Harriet Tubman Institute. All applications should be sent to Emma Yuen at [emmay@yorku.ca](mailto:emmay@yorku.ca).**

**Applications are due at 4:30pm on Friday June 8, 2018.**