

Professional Job Position Description

Section I: Position information

Effective date	2026-04-01	☐ Update only	☒ Classification review
Position title	Faculty Relations and Governance Coordinator		
Position number	999697		
Classification level	C		
Position affiliation	☒ AUFA ☐ Excluded		
Location	Virtual-Alberta		
Department	Faculty of Science and Technology		
Reports to	Dean, Faculty of Science and Technology		

Position summary

Briefly describe the main purpose(s) of the position.

Reporting directly to the Dean, Faculty of Science and Technology, the Faculty Relations and Governance Coordinator oversees the daily operations of the Dean's Office and provides comprehensive administrative, operational, and communications support to the Faculty of Science and Technology. The role manages the Dean's schedule and correspondence, coordinates information flow, synthesizes information and prepares reports, briefing materials, and communications, and ensures the effective application of governance processes within the Faculty. The position also oversees the Faculty documentation storage systems, web content management, and the communication of Faculty initiatives and decisions to internal and external stakeholders.

The Faculty Relations and Governance Coordinator provides project and event management coordination for Faculty-wide initiatives, including operational and strategic planning activities, managing project timelines and deliverables, overseeing faculty events and meetings, and maintaining project platforms. The position works closely with internal and external stakeholders to ensure projects, events, and initiatives are delivered efficiently and aligned with Faculty and University priorities.

The role also serves as a key resource for governance coordination, external relations, and community engagement. The incumbent manages the Faculty's governance processes, prepares governance documentation, coordinates governance meetings, advises faculty leadership on governance requirements, and supports the implementation of policy and procedural changes. In addition, the position acts as a liaison with external organizations, accrediting bodies, industry and community partners, coordinates faculty partnerships and outreach activities, and oversees the Athabasca University Science Outreach Program to support the Faculty's strategic goals and external engagement objectives.

Duties and responsibilities

Organize by key responsibility area and include % of time spent where possible.

Operational Management

General Administration and Communication

- Under the general leadership and supervision of the Dean oversees the daily administrative processes of the Office of the Dean, Faculty of Science and Technology.
- Manages the Dean's calendar, ensuring strategic alignment of meetings, priorities, and deadlines; coordinating complex scheduling requests, resolve conflicts, and anticipates emerging need.
- Reviews issues brought to and by the Dean, advising on their strategic or operational significance and ensuring timely follow-up on action items.
- Prepares correspondence, letters, briefing materials, and reports on behalf of the Dean's Office by researching, compiling information, drafting content, and ensuring deadlines are met.
- Manages email communication for the Dean and the Faculty, prioritizing messages, responding as appropriate, and escalating urgent matters.
- Ensures clear and transparent communication of governance decisions, project updates, and faculty wide initiatives to internal and external stakeholders.
- Develops and maintains electronic filing systems and storage structures for Faculty documentation.
- Oversee updates and content changes to FST websites and Microsoft Teams sites.
- Develops, reviews, and recommends policy and/or procedure language, providing the Dean with strategic and operational advice on current and potential frameworks.
- Interprets and applies AU policies, procedures, and governance processes consistently across FST, identifying issues and escalating concerns to the Dean when necessary.

Event and Project Management

- Provides project management support for faculty-wide initiatives, ensuring alignment with Faculty and AU priorities and timelines.
- Coordinates and monitors the development of Faculty operational and strategic plans, as well as other projects assigned by the Dean.
- Prioritizes and manages project timelines, key milestones, risks, and deliverables to ensure seamless execution.
- Oversees planning logistics for Faculty events, including meetings, special events, social functions, and the annual Faculty retreat.
- Maintain project-related documentation, communications platforms, and Team's sites to support effective tracking and transparency.
- Coordinates with internal and external stakeholders to ensure alignment across project activities and event coordination.
- Supports budgeting and resource planning for Faculty events and projects, including tracking expenditures and coordinating with vendors as needed.

Faculty External Relations and Community Engagement

- Acts as the primary liaison with and external organizations and agencies, representing the Dean as directed and attending meetings or events when required.
- In partnership with other AU departments, coordinates the development, monitoring, and maintenance of Faculty partnerships and collaborative relationships.
- Support accreditation activities and services as a liaison with accrediting bodies, as required.
- Coordinates external community and industry collaborations that advance Faculty priorities and initiatives.
- Oversee Athabasca University Science Outreach Program, including the supervision of the Coordinator, Science Outreach Athabasca.

Governance Coordination

- Manages Faculty and Program Councils governance process, ensuring compliance with AU governance standards and legislative requirements.
- Advises Program Directors, Program Officers and Faculty leadership on governance timelines, procedures, and best practices.
- Coordinates replenishment of FST council positions in accordance with institutional requirements, and maintains current terms of reference, templates, meeting schedules, and document repositories to ensure consistent access to historical documentation and decisions.
- Maintains Faculty governance platforms (e.g.: Team's sites), ensuring items and actions are tracked, records are accurate, and council members receive timely and transparent updates.
- Prepares and distributes agendas, minutes, and communications for the Faculty and Program Councils.
- Drafts and reviews briefing notes, governance motions, and policy reports, ensuring alignment with AU Governance processes, priorities, and deadlines.
- Prepares GFC quarterly reports, delegated authority reports, and other compliance documentation on behalf of Faculty leadership.
- Advances motions through required approving bodies, tracks approval progress, and coordinates subsequent implementation actions.
- Supports the implementation of policy changes by advising Faculty leadership on governance best practices and compliance considerations.

Other Responsibilities

- Provides general administrative, financial, human resources, and operational support as required.
- Supports continuity of operations by assisting with emergent tasks, special assignments, and institutional initiatives as directed.
- Contributes to a positive, service-oriented environment by responding to inquiries, coordinating information flow, and supporting Faculty leadership as needed.

Occupational health and safety

Employees:

Responsible to participate in the AU OHS program as required.

See: <https://ohs-pubstore.labour.alberta.ca/li008>

Classification factors

Communication

The position serves as a key communication link between the Dean's Office and a diverse range of internal and external stakeholders. The incumbent must exercise exceptional diplomacy, discretion, judgement, and professionalism when managing sensitive, complex, or confidential matters. The position develops and maintains effective working relationships across the Faculty of Science and Technology, the Office of the Provost and Vice President Academic, the Office of the Chief Governance Officer and General Counsel, other institutional departments, and external partner organizations.

The incumbent prepares and delivers a wide range of communications on behalf of the Dean and the Faculty, including correspondence, reports, briefing notes, partnership agreements, meeting materials, governance documentation, and strategic communication. The role requires gathering and synthesizing information from multiple sources, communicating priorities effectively, and presenting complex or sensitive information to Faculty leadership, executive offices, internal stakeholders, and external partners. Strong written and verbal communication skills, combined with diplomacy, discretion, and sound judgment, are essential when addressing matters related to Faculty administration, governance, partnership and collaborations, and strategic initiatives.

The role provides guidance on Faculty procedures, governance processes, and university policies, ensuring information is communicated accurately, consistently, and in a timely manner. Strong written and verbal communication skills are required to gather, analyze, and present complex information to internal and external audiences.

Supervision

Oversees Athabasca University Science Outreach Program, including the supervision of the Coordinator, Science Outreach Athabasca.

Serves as backup for supervisors overseeing support, temporary and casual staff, assisting with administrative responsibilities and ensuring continuity of operations within the Faculty.

The position oversees and coordinates project teams, guiding the work of staff, faculty, and external stakeholders to achieve defined project goals in alignment with university policies and governance requirements. This includes ensuring that the project teams adhere to deadlines, deliverables, and established governance protocols.

The position may provide direct supervision of casual or contracted staff assigned to specific project, including task assignment, workflow coordination, and performance guidance. The incumbent exercises independent judgment in delegating responsibilities, resolving issues, and ensuring governance-related deliverables are completed accurately and within institutional timelines.

Impact of service or product

The position has a direct and significant impact on the effective functioning of the Faculty of Science and Technology, its committees/councils, its partnerships and collaborations, and its contributions to institutional priorities. Adherence to strict deadlines, schedules, and governance requirements is

critical, as delays or errors can affect decision-making, project execution, faculty administration, and institutional compliance.

The incumbent is responsible for prioritizing tasks, providing projected completion timelines, and following up on work assigned by the Dean. Timely submission of reports, governance motions, briefing notes, and other administrative requests is essential to maintaining smooth faculty operations.

This role directly influences the successful implementation of faculty administration, projects, and governance processes. Operational effectiveness, accurate communication, strong partnerships and collaborations and well-executed events contribute to the Faculty's reputation and the experience of internal and external stakeholders.

The position plays a key role in ensuring the Faculty meets university-wide deadlines, complies with governance and regulatory requirements, and mitigates risks associated with non-compliance or administrative delays.

Independence of action

The position works independently with minimal supervision and is responsible for prioritizing all work assigned by the Dean. The role requires the ability to balance competing priorities, adjust schedules in response to changing demands, and ensure all tasks are completed with exceptional attention to detail, accuracy, and quality.

The incumbent exercises independent judgment in assessing administrative needs, resolving routine issues, and determining appropriate courses of action. They are expected to research, analyze, and develop solutions for project-related or governance-related matters with limited guidance.

Under the general direction of the Dean, the incumbent independently coordinates faculty-wide administrative and governance processes, ensuring compliance with applicable University policies, procedures, and external regulatory requirements.

The position may act as a delegate for the Dean in governance, administrative, and internal and external stakeholder meetings, representing the Dean's Office professionally and ensuring continuity of operations across institutional initiatives. The incumbent escalates complex issues or requests requiring higher-level decision-making, as necessary.

Complexity

The position operates in a fast-paced environment characterized by constant change, competing demands, and frequent interruptions. The incumbent must continually adjust priorities, manage shifting deadlines, and maintain an elevated level of adaptability and flexibility while overseeing a broad range of administrative and governance responsibilities.

The role requires the ability to coordinate multiple concurrent projects and faculty administrative needs, each with distinct timelines, stakeholders, and unique challenges and demands while maintaining compliance with institutional, regulatory, and legislative requirements.

The incumbent must navigate complex governance structures and administrative processes, integrating responsibilities across legislative compliance, policy interpretation, and project-specific goals. The position demands strong analytical skills to research, gather, and interpret information from diverse sources and to develop reports, presentations, and correspondence for internal and external audiences.

In addition, the incumbent provides counsel and advice to the Dean on a range of operational and strategic matters, requiring sound judgment, discretion, and the ability to synthesize complex information to support informed decision-making.

Planning

The position requires ongoing planning and coordination of multiple concurrent governance activities, strategic projects, operational initiatives, partnerships, and administrative functions. Planning considerations include competing priorities, complex stakeholder relationships, governance and regulative requirements, institutional deadlines, risk management, confidentiality requirements, and alignment with Faculty and University strategic objectives. The incumbent must continuously anticipate emerging issues, adjust priorities, and ensure the timely completion of deliverables across a highly interconnected and dynamic operating environment.

Signatures for section I

Incumbent signature		Date Select a date.
Supervisor signature		Date Select a date.

Section II: Qualifications

Qualifications

Includes education, experience, skills, abilities, and any other special qualifications required. The qualifications relate to the position not the incumbent.

- An undergraduate degree, plus a minimum of 5 years progression in administration and project management experience, with at least three years of progressively more complex administrative experience. An equivalent combination of education and experience may be considered.
- Demonstrated experience coordinating governance and/or project related activities in a large and complex organization is required.
- Experience working in a unionized environment and interpreting collective agreements, policies and procedures is essential.

- Outstanding interpersonal, verbal, and written communication skills, with the ability to develop and maintain effective working relationships with internal and external stakeholders.
- Strong communication, analytical, organizational, and administrative skills are essential.
- Effective critical thinking, decision-making and problem-solving abilities are required.
- Demonstrated capacity to manage competing priorities and maintain accuracy under pressure.
- Demonstrated experience within in a computerized environment, particularly with Microsoft 365 apps and Adobe Acrobat.
- Demonstrated commitment to continuous learning, collaboration, equity, diversity, inclusion, and service excellence is required.

Signatures for sections I and II

Department Head signature		Date
Executive Officer signature		Date Select a date.
Human Resources review		Date Select a date.