

St. Lawrence College

Position Description Form (PDF)

Effective Date: May 29, 2023

Campus: Tri-Campus
Incumbent's Name: Vacant
Position Title: Records Officer – Progression and Pathways
Payband: G
Position Number:
Hours per Week: 35
Supervisor's Name and Title: Jason Rose, Associate Registrar, Records and Registration
Completed by: Associate Registrar

Signatures:

Incumbent: _____
(Indicates the incumbent has read and understood the PDF)

Date: _____

Supervisor: _____

Date: _____

Instructions for Completing the PDF

1. Read the form carefully before completing any of the sections.
2. Answer each section as completely as you can based on the typical activities or requirements of the position and not on exceptional or rare requirements.
3. If you have any questions, refer to the document entitled “A Guide on How to Write Support Staff Position Description Forms” or contact your Human Resources representative for clarification.
4. Ensure the PDF is legible.
5. Responses should be **straightforward and concise using simple factual statements**.

Position Summary

Provide a concise description of the overall purpose of the position.

The Records Officer, Progression and Pathways is a key role in the Registrar's office for supporting SEM through systems integrity and student success. The incumbent is responsible for related duties including verifying integrity and producing documents, adjusting grade discrepancies, reviewing advisements, adjusting course equivalencies, posting transfer credits, building course catalogs, course shell creation, analyzing and verifying student records, generating enrolment reports, as well as assisting with loading grades and other records related functions. This role is also responsible for convocation related records functions including the collection of potential graduate information from schools, running queries for graduation, creating graduate control cards, preparing credentials, and participating in ceremonial aspects of convocation on a tri-campus basis. Additionally, this role will be required to support pathway initiatives and the production of multi-campus programs, faculty, and room schedules for Post-Secondary and Non-Post-Secondary programs.

Duties and Responsibilities

Indicate as clearly as possible the significant duties and responsibilities associated with the position. Indicate the approximate percentage of time for each duty. Describe duties rather than detailed work routines.

	Approximate % of the Time Annually*
RECORDS AND PROGRESSION INTEGRITY:	55%
• Advises and interprets current processes and policies pertaining to record functions within the academic policy manual, for the greater College community • Provide Grade Rosters and load grades for academic areas unable to post grades (5000 records per year) • Update student grades as a result of approved required changes (2000 records per year) • Archiving – ensuring accurately processed student records-related documentation is attached to a student record, follow up required where the process is incomplete, or documentation is insufficient • Accountable for merging duplicated student accounts in SIS, by transferring students' personal and enrolment records to one account, while ensuring data integrity of historical records. Update and advise relevant parties • Troubleshoots, educates and advises staff with correcting clerical errors • Initializes quality checks and distributes reports, queries and mass-produced data, requested by clients • Collects, processes, and archives various records forms per established practices and policies, following up with discrepancies or policy violations when needed with relevant parties • Analyze various Records reports and queries to manipulate data, and follow up with relevant parties with audit results to provide solutions when needed • Conducts process reviews (I grade lapses) while identifying any violations to the Academic Policy • Support other members of the College, participating in the development of College-wide strategies for Records related policies, processes and procedures • Conducts records related clean-up projects to help maintain accurate student records and quality assurance. • Maintains and updates official records forms for use with the College community • Supervises and assigns duties to the records office bursary position and the Registration and Records Office Assistant • Collect, review and submit graduation applications. Follow up and investigate any required student issues relating to missing requirements	
CONVOCATION:	15%
• Tracks, maintains and investigates the integrity of graduate records while developing planning tools to support attendance projections at the ceremony • Maintain list of current and historical programs and issued credentials • Proofread/edit all Convocation programs for accuracy within established timelines; and provide updates as required • Maintain and update graduate tracking reports • Record and track number of graduate applications • Prepare, determine and distribute important convocation procedures and critical dates to academic schools in relation to clearing and finalizing graduates • Prepares convocation documents for distribution at the ceremonies	

• Prepares convocation documents for mailing • Respond to credential-related inquiries from staff, students and alumni, and investigate when necessary • Integral team member at convocation ceremonies requiring travel, set up, distribution, communication and authority • Ensures accuracy of each degree name and follow up as needed • Responds to requests for reprints of official college credentials and investigates when necessary. Facilitate payments, produce documents, and arrange delivery. • Maintains archive of official/historical convocation programs • Determine final graduation clearance and is responsible for conferring degrees, diplomas and certificates onto student records	
PATHWAYS SUPPORT:	10%
• Works with the Pathways Coordinator functional lead to test, document and identify gaps with the delivered automated transfer credit functionality in SIS, including the related online self-service functionality • Consults with Academic Schools, Coordinators, Faculty and Deans as necessary to gather all documentation pertaining to academic advisements and previously granted transfer credits. • Monitors and maintains course equivalency information, assists in the review of missing transfer credits on student records • Reviews student requests for transfer credits or prior learning assessments to post the necessary enrolment records (transfer credits) and finance charges • Reviews College policies and procedures related to transfer credits and prior learning assessments to provide recommendations for changes and improvements • Performs other duties related to the scope of the College's Pathways initiatives	
SCHEDULING AND COURSE CATALOGS:	10%
• Assists in creating, updating, and maintaining part-time, full-time, Affiliate and Online class shells and session codes per scheduling term • Assists in updating, maintaining, and creating Course Codes and Course Catalogs within SIS while enforcing the College's policies and practices • Guide, direct, and facilitate training sessions for Academic Planning Assistants, Deans, Associate Deans, Academic Operation Managers, Support Staff, Faculty, and Program Coordinators to facilitate accurate and timely submission of their scheduling input data • Process change requests, as approved, or requests that will enhance the quality of timetables • Respond to system discrepancies, review, and fix as required. Exercise a high degree of judgment in the Scheduling of funded and non-funded classes and course offerings offered through the College and Affiliate Partners • Confirm the Program of Studies and Program Curriculum information in PeopleSoft is accurate and reflects the current approved program as confirmed by the Program Planning Development and Renewal (PPDR). Notify PPDR and Academic areas of discrepancies so appropriate changes can be made • Troubleshoot enrolment and faculty errors within PeopleSoft • Accountable for assisting with updating and maintaining the Course Catalog Policy, Section Numbers/Session Codes Master files, and providing them to relevant parties • Collaborate with scheduling stakeholders to explore options for continual improvement to business process/system set-up	

Other related duties as assigned • Look for opportunities for process improvements and automation • Support for SEM, Strategic Plan activities and priorities as assigned • Backup to support Collaborative and Affiliate Partners – grades, enrolment, transfer credits and reporting • Clean-up projects • Respond to system discrepancies, review and fix as needed • Other related functions as assigned	10%
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* To help you estimate approximate percentages:

½ hour a day is 7%

1 hour a day is 14%

1 hour a week is 3%

½ day a week is 10

½ day a month is 2%

1 day a month is 4%

1 week a year is 2%

1. Education

A. Check the box that best describes the **minimum** level of **formal** education that is required for the position and specify the field(s) of study. Do not include on-the job training in this information.

- | | | |
|--|--|--|
| ☐ Up to High School or equivalent | ☐ 1 year certificate or equivalent | ☒ 2-year diploma or equivalent |
| ☐ Trade certification or equivalent | ☐ 3-year diploma/degree or equivalent | ☐ 3-year diploma / degree plus professional certification or equivalent |
| ☐ 4-year degree or equivalent | ☐ 4-year degree plus professional certification or equivalent | ☐ Post graduate degree or (e.g., Masters) or equivalent |
| ☐ Doctoral degree or equivalent | | |

Field(s) of Study:

Office Administration/Business

B. Check the box that best describes the requirement for the specific course(s), certification, qualification, formal training or accreditation in addition to and not part of the education level noted above and in the space provided specify the additional requirement(s). Include only the requirements that would typically be included in the job posting and would be acquired prior to the commencement of the position. Do not include courses that are needed to maintain a professional designation.

- ☒ No Additional requirements
- ☐ Additional requirements obtained by course(s) of a total of 100 hours or less
- ☐ Additional requirement obtained by course(s) of a total between 101 and 520 hours
- ☐ Additional courses obtained by course(s) of more than 520 hours

2. Experience

Experience refers to the minimum time required in prior position(s) to understand how to apply the techniques, methods and practices necessary to perform this job. This experience may be less than experience possessed by the incumbent, as it refers only to the minimum level required on the first day of work.

Check the box that best captures the typical number of years of experience, in addition to the necessary education level required to perform the responsibilities of the position and, in the space provided, describe the type of experience. Include any experience that is part of a certification process, but only if the work experience or the on-the-job training occurs after the conclusion of the educational course or program.

☐ Less than one (1) year	
☐ Minimum of one (1) year	
☐ Minimum of two (2) years	
☒ Minimum of three (3) years	Minimum of 3 years of practical work experience, preferably in an academic administration environment, student progression and records. Competency with a student information system such as PeopleSoft, Microsoft office tools, and strong experience in computer related applications to understand application interfaces and implications of data integrity and consistency.
☐ Minimum of five (5) years	
☐ Minimum of eight (8) years	

3. Analysis and Problem Solving

This section relates to the application of analysis and judgment within the scope of the position.

The following charts help to define the level of complexity involved in the analysis or identification of situations, information or problems, the steps taken to develop options, solutions or other actions and the judgment required to do so.

Please provide up to three (3) examples of analysis and problem solving that are regular and recurring and, if present in the position, up to two (2) examples that occur occasionally:

	#1 regular & recurring
Key issues or problems encountered.	Student on graduate list who is ineligible to graduate.
How is it identified?	Advisement report OR advised by Laurentian/Affiliate Partnership
Is further investigation required to define the situation and/or problem? If so, describe.	A preliminary review of the student's record is conducted and then referred if applicable to the Academic Department
Explain the analysis used to determine a solution(s) for the situation and/or problem.	Student may be removed from potential list upon clarification from Academic Department or Laurentian/Affiliate Partnership
What sources are available to assist the incumbent in finding solution(s)? (e.g., past practice, established standards or guidelines.)	Advisement report, established standards and program of study

3. Analysis and Problem Solving

	#2 regular & recurring
Key issues or problems encountered.	There is missing information that is needed for the scheduling process which may require the process to be restarted from the beginning.
How is it identified?	The incumbent identifies needs based on missing data through analysis or through identified gaps used to schedule appropriately.
Is further investigation required to define the situation and/or problem? If so, describe.	Yes. Incorrect analysis and compilation of data prepared for scheduling (e.g., +simulations, +academic schools). Errors would not be detected in time to correct until the information is uploaded and would require records and/or SIS to define a solution and re-register students in correct programs etc. impacting multiple systems interfaces.
Explain the analysis used to determine a solution(s) for the situation and/or problem.	Peoplesoft CS and Scheduling tools are complex, specialized software systems, often customized based on individual client needs. The incumbent's ability to effectively interpret the scheduling input data has a significant impact on the outcome of the finished product. Unusual and diverse program, faculty and student requirements must be accommodated within the confines of resource restrictions, e.g., Multiple semester start and end dates, unstable enrolment prediction, campus faculty travel, unstable faculty workload assignments, oversubscribed lab requirements, with an end-result focus on specialized functional student and faculty timetables. Constant changes to all of the above require the incumbent to ensure contingency plans within the critical path deadline parameters. To functionally interpret the complexities the incumbent must analyze the specific database elements to accurately expedite the user's changing needs and organizational constraints.
	Update Rules and Guidelines for scheduling.
	Meet after each start-up to debrief on best practices, what went well, and what went wrong. Provide solutions to improve process.
What sources are available to assist the incumbent in finding solution(s)? (e.g., past practice, established standards or guidelines.)	Few sources are available other than past practice or manual guidelines. A new process may need to be created.

	#3 regular & recurring
Key issues or problems encountered.	Records Change Request inconsistent with policy.

How is it identified?

Visual review of Records Change Form submitted by the Academic School, and by using knowledge of current policy and process.

Is further investigation required to define the situation and/or problem? If so, describe.

Review Academic Policy; investigate student account.

Explain the analysis used to determine a solution(s) for the situation and/or problem.

Inconsistencies or errors are identified and discussed with the Manager for further investigation. Uses diplomacy to advise and educate academic departments (APAs, Faculty, ADs) so that corrections can be made accordingly.

What sources are available to assist the incumbent in finding solution(s)? (e.g., past practice, established standards or guidelines.)

Academic Policy, SIS, Advisement Reports, Past practice

3. Analysis and Problem Solving

Key issues or problems encountered.	#1 occasional (if none, please strike out this section) Student declares they are previous graduates, and the Student Records System doesn't show they are.
How is it identified?	Student requests a credential replacement for a program, and the incumbent discovers a discrepancy.
Is further investigation required to define the situation and/or problem? If so, describe.	Solicit additional information from students to determine the area, timing and length of education taken. Research available through College archives.
Explain the analysis used to determine a solution(s) for the situation and/or problem.	Review of prior convocation booklets, microfiche and previous Student Record computer system.
What sources are available to assist the incumbent in finding solution(s)? (e.g., past practice, established standards or guidelines.)	Investigation of past practices and historical understanding of business practices.

Key issues or problems encountered.	#2 occasional (if none, please strike out this section) Students raise concern of incorrect information produced on documents and transcript
How is it identified?	Self-report by Student when they receive their document and transcript
Is further investigation required to define the situation and/or problem? If so, describe.	Solicit student number, name of program and area in question
Explain the analysis used to determine a solution(s) for the situation and/or problem.	Examination of student's record and other documentation are compared for accuracy against completed document and transcript; Consult with academic department as required.
What sources are available to assist the incumbent in finding solution(s)? (e.g., past practice, established standards or guidelines.)	Academic Policy, advisement reports, program of study, Established standards

4. Planning/Coordinating

Planning is a proactive activity as the incumbent must develop in advance a method of acting or proceeding, while coordinating can be more reactive in nature.

In the following charts, provide up to three (3) examples of planning and/or coordinating that are regular and recurring to the position, up to two (2) examples that occur occasionally:

#1 regular and recurring	
List the project and the role of the incumbent in this activity.	Takes a lead role in logistical co-ordination of convocation document preparation by providing review of preparation of and distribution of students' documents.
What are the organizational and/or project management skills needed to bring together and integrate this activity?	Must perform cross checks for detail and accuracy in excess of 2500 documents by a predetermined deadline, requiring attention to detail, time management and prioritization skills. Develop procedures and an annual calendar. Maintains relevant data to provide up-to-date statistical information for ceremony planning.
List the types of resources required to complete this task, project or activity.	Student Records System, Applications for Graduation and various system generated reports
How is/are deadline(s) determined?	Workflow and major milestones are set on basis of past practice and are directed by Convocation dates set forth.
Who determines if changes to the project or activity are required? Who determines whether these changes have an impact on others? Please provide concrete examples.	Change to College practice and/or Incumbent, in consultation with Convocation team, would determine if changes are required and impact on others meeting the predetermined deadline (i.e., after introduction of convocation registration system, modified process to include credentials for registrants only).

4. Planning/Coordinating

#2 regular and recurring	
List the project and the role of the incumbent in this activity.	Takes a lead role in reviewing procedural documentation updates required due to Student Information System (SIS) change.
What are the organizational and/or project management skills needed to bring together and integrate this activity?	Attention to detail, time management and prioritization skills.
List the types of resources required to complete this task, project, or activity.	Access to new implemented system and prior system procedural documentation.
How is/are deadline(s) determined?	System implementation date will be used to determine workflow and to set major milestones based on past practice
Who determines if changes to the project or activity are required? Who determines whether these changes have an impact on others? Please provide concrete examples.	Incumbent would determine if changes in workflow are required with SIS update.

#3 regular and recurring	
List the project and the role of the incumbent in this activity.	Takes a primary role in reviewing the college-wide Scheduling process each scheduling term (three times a year) from a Records perspective. Incumbent provides insight and data, while looking for ways to continually improve.
What are the organizational and/or project management skills needed to bring together and integrate this activity?	Attention to detail, time management, problem-solving and prioritization skills to ensure course catalogs are accurate and required course shells are available.
List the types of resources required to complete this task, project, or activity.	Collaboration with Scheduling Officers and Associate Registrar - Systems, Reporting and Scheduling to review past scheduling terms and make improvements for upcoming scheduling terms.
How is/are deadline(s) determined?	System implementation date will be used to determine workflow and to set major milestones based on Scheduling Timeline which includes all relevant parties and their process times.
Who determines if changes to the project or activity are required? Who determines whether these changes have an impact on others? Please provide concrete examples.	The incumbent would determine and/or explore if changes in the workflow are required or if SIS functionality can be adopted.

4. Planning/Coordinating

List the project and the role of the incumbent in this activity.	#1 occasional (if non, please strike out this sections) PeopleSoft cleanup projects – correct/update information currently in the Student Records System.
What are the organizational and/or project management skills needed to bring together and integrate this activity?	Attention to detail, problem-solving, and organizational skills.
List the types of resources required to complete this task, project, or activity.	Queries are produced to identify areas to be corrected/updated.
How is/are deadline(s) determined?	Ongoing cleanup projects, no deadlines.
Who determines if changes to the project or activity are required? Who determines whether these changes have an impact on others? Please provide concrete examples.	Supervisor determines if project is necessary, and incumbent will advise based on results found from reports and queries.

5. Guiding/ Advising Others

This section describes the **assigned responsibility** of the position to guide or advise others (e.g., other employees, students). Focus the actions taken (rather than the communication skills) that directly assist others in the performance of their work skill development.

Though support staff cannot formally “supervise” others, there may be a requirement to guide others using the incumbent’s job expertise. This is beyond being helpful and providing ad hoc advice. It must be an assigned responsibility and must assist or enable others to be able to complete their own tasks. Check the box(es) that best describe the level of responsibility assigned to the position and provide an example(s) to support the selection, including the positions that the incumbent guides or advises.

Regular & Recurring	Occasional	Level	Example
☐	☐	Minimal requirement to guide/ advise other. The incumbent may be required to explain procedures to other employees or students.	
☐	☐	There is a need for the incumbent to demonstrate correct processes/ procedures to others so that they can complete certain tasks	
☒	☐	The incumbent recommends a course of action or makes decisions so that others can perform their day-to-day activities.	Develop and distribute Convocation Procedures, provide directions to Academic Departments and support RO Team for graduation clearing; Interact with Scheduling Officers, Academic Planning Assistants, Registration Services Officers, Academic Operations Managers, Deans, Associate Deans, Support Staff, Continuing Education, Program Coordinators, Program Planning Development and Renewal, School of Continuing Teaching and Learning, IT Services and BlackBoard to address scheduling issues.
☒	☐	The incumbent is an active participant and has ongoing involvement in the progress of others with whom he/she has the responsibility to demonstrate correct processes/procedures or provide direction.	Develop and distribute Scheduling Procedures and provide directions to Academic Departments; Guide, direct, advise and facilitate training sessions for Faculty, Clerks, Academic Planning Assistants, Operation Managers and Associate Deans on the correct use and



The incumbent is responsible for allocating tasks to others and recommending a course of action or making necessary decisions to ensure the tasks are completed.

purpose of Records-related Forms along with timely submission of their scheduling input data sheets.
Provide formal training and action plans for Academics. Provide a course of action at convocation ceremonies to volunteer staff. Provide formal scheduling training to all Academics on a regular schedule and support activities and additional training as required. Train and schedule work, tasks and action plans for Records Bursary Student and Records and Registration Office Assistant.

6. Independence of Action

Please illustrate the type of independence or autonomy exercised in this position. Consideration is to be given to the degree of freedom and constraints that define the parameters in which the incumbent works.

What are the instructions that are typically required or provided at the beginning of a work assignment?	
Regular and Recurring	Occasional (If none, please strike out this section)
Once trained, work is largely ongoing and performed independently. The incumbent is able to consolidate and prioritize the demands of all academic areas and ensure the requests or requirements for one area do not impede or negatively affect other departments or divisions. The incumbent will analyze and propose new processes to facilitate the flow of data between applications to increase efficiency.	Purpose and results expected on cleanup projects

What rules, procedures, past practices or guidelines are available to guide the incumbent?	
Regular and Recurring	Occasional (If none, please strike out this section)
College policies and procedures, Convocation flowchart, PeopleSoft Procedural documentation, Systems manuals and CE and level 2 Academic calendar.	Convocation booklets and computer-generated reports

How is work reviewed or verified (e.g., Feedback from others, work processes, supervisor)?	
Regular and Recurring	Occasional (If none, please strike out this section)
System generated error report. Incumbent is expected to work independently of regular supervision and develop mechanisms to check his/her own work. Checking for satisfactory timetables as previewed by Academic areas. Meets with Associate Registrar to exchange information/data. Errors or inaccuracies may surface at registration or later points and be reported by staff or students.	Feedback from students by exception; Manager feedback

6. Independence of Action

Describe the type of decisions the incumbent will make in consultation with someone else other than the supervisor.	
Regular and Recurring	Occasional (If none, please strike out this section)
Department processes discussed with co-workers. Incumbent will consult with office of the Sr. VP as well as Academic Deans prior to making changes that are outside the norm. Incumbent will refer for discussion and approval decisions that are controversial or problematic.	Verification of student's grade discussed with staff

Describe the type of decisions that would be decided in consultation with the supervisor.	
Regular and Recurring	Occasional (If none, please strike out this section)
Changes to Convocation procedures and unusual Records Change Form requests.	PeopleSoft cleanup projects

Describe the type of decisions that would be decided by the incumbent.	
Regular and Recurring	Occasional (If none, please strike out this section)
Awarding academic credentials based on advisement criteria. Ensuring accurate Curriculum is configured in available software to support scheduling and data consistency between complementary systems.	Recipients of Distinctive Awards and Dean's List The best way to approach systems or grades clean-up is to develop your own process or steps based on experience

7. Service Delivery

This section looks at the service relationship that is an assigned requirement of the position. It considers the required manner in which a position delivers service to customers. It is not intended to examine the incumbent's interpersonal relationship with those customers and the normal anticipation of what customers want and then supplying it efficiently. It considers how the request for service is received and the degree to which the position is required to design and fulfill the service requirement. A "customer" is defined in the broadest sense as a person or group of people and can be internal or external to the College.

In the table below, list the key service(s) and its associated customers. Describe how the request for service is received by the incumbent, how the service is carried out and the frequency.

Information on the service		Customer	Frequency (D,W,M,I)*
How is it received?	How is it carried out?		
Application to graduate	Update student's information on Student Records System	Student	W
Grade Reports/Records Change Form	Grades input and changed on Student Records System	Staff	D
Document Replacement Request Form	Verification of grad status and payment of request prior to production of document	Alumni	D
Confirmation of Graduation/Program completion via System or email request	Individual outcome based on student situation and needs (ie PGWP application or visa expiry for international students)	Student	D at semester's end 3 times/year; then W
System Generated Dean's List Report	Data is entered manually into Student Information System	Student	I
Scheduling Input Sheets	Class shell creation, inputting data into SIS and monitoring equivalencies to support a students academic advisement	Staff/Students	W

* D = Daily W = Weekly M = monthly I = Infrequently

8. Communication

In the table below indicate the type of communication skills required to deal effectively with others. Be sure to list both verbal (e.g. exchanging information, formal presentations) and written (e.g. initiate memos, reports, proposals) in the section (s) that best describes the method of communication.

Communication Skill/Method	Example	Audience	Frequency (D,W,M,I)*
Exchanging routine information, extending common courtesy	Discussing grad status of students, timetabling and student grades	Staff	D
	Discussing how to replace graduation documents.	Alumni	D
	Discussing student status or records with Collaborative Partner	Collaborative Partner Staff	I
Explanation and interpretation of information or ideas.	Summarize and report on Convocation, Pathways or Scheduling activities	Staff / Managers	D
	Records related items in Academic Policy	Staff / Managers	D
Imparting technical information and advice	Provide clarification and support for PeopleSoft procedures and records policy interpretation to individuals who may not understand system set up or technical processes	Staff	D
Instructing or training	Provide training and guidance to academic and student support staff on systems graduation processing and scheduling requirements.	Students / Staff	W
	Provide training and guidance to staff and students on course catalogs, transfer credits and the scheduling process		D
	Sharing best practices and tips with other users of the scheduling system		W
Obtaining cooperation or consent			
Negotiating			

* D = Daily W = Weekly M = monthly I = Infrequently

9. Physical Effort

In the tables below, describe the type of physical activity that is required on a regular basis. Please indicate the activity as well as the frequency, the average duration of each activity and whether there is the ability to reduce any strain by changing positions or performing another activity. Activities to be considered are sitting, standing, walking, climbing, crouching, and lifting and/or carrying light, medium or heavy objects, pushing, pulling, working in an awkward position, or maintaining one position for a long period.

Physical Activity	Frequency (D,W,M,I)*	Duration			Ability to reduce strain		
		< 1 hr at a time	1-2 hrs at a time	> 2 hrs at a time	Yes	No	N/A
Sitting – Computer Work	D			X			X
Standing – ie. Convocation Ceremony	I			X		X	
Lifting – ie. Handling Convocation Documents	I	X			X		

* D = Daily W = Weekly M = monthly I = Infrequently

If lifting is required, please indicate the weights below and provide examples.

☐ Light (up to 5 kg or 11 lbs.)

☒ Medium (between 5 to 20 kg and 11 to 44 lbs.)

☐ Heavy (over 20 kg. or 44 lbs.)

Handling boxes of Convocation Documents

10. Audio Visual Effort

Describe the degree of attention or focus required to perform tasks taking into consideration:

- the audio/visual effort and the focus or concentration needed to perform the task and the duration of the task, including breaks (e.g., up to two hrs. at one time including scheduled breaks)
- impact on attention or focus due to changes to deadlines or priorities
- the need for the incumbent to switch attention between tasks (e.g. multi-tasking where each task requires focus or concentration)
- whether the level of concentration can be maintained throughout the task or is broken due to the number of disruptions

Provide up to three (3) examples of activities that require a higher than usual need for focus and concentration.

Activity #1	Frequency (D,W,M,I)*	Average Duration		
		Short < 30 min	Long up to 2 hrs.	Extended > 2 hrs
Preparation of registration documents, graduate lists and ceremonial credentials for annual convocation ceremony. Compilation and integrity review of graduate names in Convocation booklet.	D (daily for a three-month period each year)			X
Can concentration or focus be maintained throughout the duration of the activity? If not, why?				
☐ Usually				
☒ No – resolving emerging critical issues that cannot wait				

Activity #2	Frequency (D,W,M,I)*	Average Duration		
		Short < 30 min	Long up to 2 hrs.	Extended > 2 hrs
Accurate keyboarding of student grades and merging student data between accounts	D			X
Can concentration or focus be maintained throughout the duration of the activity? If not, why?				
☐ Usually				
☒ No – resolving emerging critical issues that cannot wait				

Activity #3	Frequency (D,W,M,I)*	Average Duration		
		Short < 30 min	Long up to 2 hrs.	Extended > 2 hrs
Accurate analysis and creation of class shells from scheduling forms – includes compilation and integrity review of scheduling data	W			X
Can concentration or focus be maintained throughout the duration of the activity? If not, why?				
☐ Usually				
☒ No – resolving emerging critical issues that cannot wait				

11. Working Environment

Please check the appropriate box(es) that best describes the work environment and the corresponding frequency and provide an example of the condition.

Working Conditions	Examples	Frequency (D,W,M,I)*
☒ acceptable working conditions (minimal exposure to the conditions listed below)	Normal office environment	D
☐ accessing crawl spaces/confined spaces		
☐ dealing with abusive people		
☐ dealing with abusive people who pose a threat of physical harm		
☐ difficult weather conditions		
☐ exposure to very high or low temperatures (e.g. freezers)		
☐ handling hazardous substances		
☐ smelly, dirty or noisy environment		
☒ travel	Regular travel to other campus for Convocation, SEM activities or meetings	I
☐ working in isolated or crowded situations		
☐ other (explain)		

* D = Daily W = Weekly M = monthly I = Infrequently