

## Job Description



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<b>Job Title:</b>	Administrative Assistant
<b>Department:</b>	Institutional Analysis and Planning / Integrated Planning and Budget
<b>Reports To:</b>	Associate Provost, Institutional Data, Analysis, and Planning
<b>Jobs Reporting:</b>	None
<b>Salary Grade:</b>	USG 6
<b>Effective Date:</b>	January 2026

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### **Primary Purpose**

The Administrative Assistant provides comprehensive administrative and operational support to senior leaders in the Institutional Analysis and Planning (IAP), and Integrated Planning and Budget (IPB) units. The role ensures coordinated office operations, sound financial administration, and consistent application of institutional policies and procedures. By providing continuity, organization, and administrative stewardship, the position supports the ability of senior leaders and their teams to focus on institutional priorities.

### **Key Accountabilities**

#### **Administrative and Operational Coordination**

- Coordinates day-to-day administrative operations to support the effective functioning of senior leadership in IAP and IPB.
- Manages the calendars and scheduling of senior leaders in IAP and IPB, prioritizing and coordinating meetings and commitments.
- Coordinates meetings and events, including logistics, space requirements, materials, and follow-up actions as required.
- Participates in team meetings and ad-hoc meetings as required, documenting discussion and following up on action items.
- Ensures timely flow, organization, and retention of administrative information and records in accordance with office and University policies.
- Coordinates with campus partners on administrative activities including establishing and maintaining agreements, contracts, requests and correspondence, space, access, relocations, renovations, and moves.
- Serves as a primary administrative resource for office policies, processes and procedures, providing guidance and support related to general administration and use of institutional systems.
- Supports managers with hiring processes, onboarding coordination, and facilitating access to University systems.
- Maintains oversight of office equipment maintenance and technology inventory.
- Acts as the health and safety coordinator for the units.
- Provides support for projects and initiatives through tracking tasks, timelines, and deliverables.
- Supports and facilitates sustainability efforts.

#### **Financial Administration**

- Conducts purchasing to support office needs and maintains appropriate inventory levels for supplies and equipment.
- Monitors and reconciles departmental expenses in the financial admin system, including purchasing card transaction and other expenditures.

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- Produces financial reports, reconciliations, and documentation to support accurate financial tracking and accountability.
- Provides guidance and direction to staff regarding travel, expense reimbursement, and purchasing processes.
- Coordinates travel arrangements/bookings as required.
- Processes purchase requisitions, service contracts and other documentation in a timely manner, ensuring they accurately reflect all policies, contractual agreements, and budget requirements.
- Maintains current knowledge of University financial and purchasing policies, procedures, and practices and communicates information to other team members as required.

### **Communication**

- Responds to administrative inquiries and requests for information about the IAP and IPB departments, office activities, and services.
- Supports information flow and communication between senior leadership offices, internal teams, and campus partners to facilitate coordination and adherence to timelines.
- Distributes notices, updates, and materials to IAP and IPB team members.
- Maintains and updates non-technical, administrative content on office-managed websites and information platforms.
- Coordinates access to information systems, dashboards, and reporting tools managed by IAP and IPB.

### **Collaboration and Relationship Management**

- Builds and maintains positive, collaborative relationships within the office, with campus partners, and with external partners to ensure engagement, customer service, and collaboration that embody the University of Waterloo values.
- Anticipates administrative needs and identifies solutions to address issues in a flexible, efficient manner.
- Supports preparation and coordination for events, meetings, and visits involving senior leaders and special guests.

## **Required Qualifications**

### **Education**

- Completion of a college or university program in office administration or a related field, or an equivalent combination of education and experience.

### **Experience**

- 2+ years of experience providing administrative support in a complex organizational environment.
- Experience in a post-secondary or similarly regulated environment is preferred.

### **Knowledge/Skills/Abilities**

- Knowledge of general office administration practices, financial administration processes, and records management principles.
- Effective verbal and written communication skills to exchange information clearly and professionally with diverse stakeholders.
- Strong organizational and coordination skills to manage multiple concurrent tasks, deadlines, and priorities.
- Strong interpersonal and customer service skills to support collaborative working relationships.
- Excellent time and project management skills to plan, coordinate, and complete work within established timelines.
- Proficiency in standard office productivity tools and administrative and financial systems, such as Microsoft 365, Concur, WatProcure, Unit4, and Workday are preferred.

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- Proficient administrative and financial processing skills, including tracking, reconciliation, and documentation.
- Ability to take initiative and solve problems independently or as part of a team.
- Demonstrated ability to manage a high volume of work with competing priorities and frequent interruptions.
- Demonstrated ability to exercise sound judgment, discretion, and confidentiality when handling sensitive information.
- Demonstrated ability to work independently with minimal supervision while knowing when to escalate issues.
- Demonstrated ability to adapt to changing priorities and evolving administrative needs.
- Demonstrated ability to work collaboratively within a team while maintaining accuracy, attention to detail and responsiveness.

### Nature and Scope

- **Contacts:** Internally, communicates with all team members in a tactful and professional manner. Works with the senior leaders in IAP and IPB to develop and prioritize tasks to meet institutional demands. Provides professional customer service to clients and partners, internally and externally.
- **Level of Responsibility:** Responsible and accountable for monitoring departmental expenses; office administration, and helping the senior leadership in IAP and IPB to effectively manage and monitor a high volume of competing priorities and projects, and ensure compliance with Broader Public Sector directives, and institutional policies. Financial accountability for the administration and reconciling of a P-card, which is mainly used for transactions related to office supplies and events. Responsible for maintaining confidentiality regarding handling of personal data and sensitive information.
- **Decision-Making Authority:** Makes day-to-day decisions related to administrative coordination, purchasing processes, records management, and responses to routine inquiries. Determines appropriate actions or referrals for administrative requests and issues, consulting with management or senior leaders as required.
- **Physical and Sensory Demands:** Demands typical for operating in an office environment. The work requires continuous use of a computer and other technology with periods of extensive sitting and screen time.
- **Working Environment:** Work is within an office environment, primarily in-person and on-campus, with some flexibility for remote work. The position involves some exposure to stress as a result of pressures associated with handling ongoing multiple demands, time management and priority setting.

*\*All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*