

## Job Description

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| <b>Job Title:</b>      | Administrative Assistant |
| <b>Department:</b>     | Psychology               |
| <b>Reports To:</b>     | Administrative Officer   |
| <b>Jobs Reporting:</b> | N/A                      |
| <b>Salary Grade:</b>   | USG 6                    |
| <b>Effective Date:</b> | July 1 2021              |

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### **Primary Purpose**

The Administrative Assistant provides administrative support for the Department Chair and the Administrative Officer and is the first contact for visitors of the Department.

### **Key Accountabilities**

#### **Administrative Support:**

- Manages the Chair's Schedule;
- Consults and collaborates daily with the Administrative Officer providing a positive and proactive approach to administrative systems and evolving procedural requirements;
- Manages annual administrative calendar of activities and advises Department members of schedules, deadlines, and documents to be submitted to the Chair;
- Manages confidential voting processes for selection of members to the Department's elected committees for report to the Chair;
- Provides support and assistance to new faculty, sessional instructors, postdocs, and visitors as required;
- Ensures the smooth operation of the committees (APRC, DTPC, Executive); serving as a resource and liaison to committees
- Prepares contracts for continuing faculty, sessional instructors, adjuncts and grads;
- Prepares and maintains minutes and agendas for department meetings; follows up on relevant business as required;
- Maintain databases and official faculty, sessional, and adjunct personnel files as well as health and safety records in accordance with UW and Faculty policies and procedures.

#### **Faculty appointments, annual review and tenure and promotion:**

- Assists with faculty recruiting procedures in partnership with the Administrative Officer, the Chair, and the Executive Committee;
- Receives and processes all faculty position applications; creates candidate files and monitors file progress and completeness; acknowledges applicants, contacts referees;
- Organizes applicant interview schedules and agendas with Chair and Committee;
- Arranges travel, accommodation plans, agenda, immigration paperwork, and completion of reimbursement claims;
- Works with the Chair to organize and prepare a draft of the UARC report;
- In consultation with the Chair, develops, distributes and collects all documents related to the annual faculty activity report process;
- Supports the Department Tenure and Promotion Committee (DTPC) as required;
- Prepares tenure and promotion packages consistent with university requirements; works with the Chair in preparing briefs as required for DTPC review; submits formal documents to the Dean's office;

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### **General Duties:**

- Actively maintains the department website and social media platforms;
- Completes and authorizes all key permits for Psychology space including students, faculty, staff, and visiting researchers; monitors usage and the re-call process;
- Manages the planning of minor renovations and maintenance/repairs within the department including offices, labs and Psychology classrooms in collaboration with the Administrative Officer and Chair.
- Acts as the principal communications liaison with Plant Operations, assigned external contractors; also coordinates purchases from suppliers.
- Assists with the administrative activities of the graduate and undergraduate programs.
- Provides administrative coverage when the CMHRT Administrative Coordinator is away.
- Organizes a wide range of department events that occur within the annual academic cycle, including coordination of department colloquium series, student receptions, welcome luncheons, and professional association events, etc.
- Arranges travel, accommodation plans, immigration paperwork, and completion of reimbursement claims for department visitors as required.
- Assists the Administrative Officer with the Social Committee, organizes department special events, and maintains event financial management.
- Maintains department photo board by taking annual photos, printing, and mounting.
- Creates and organizes themes in department display case.
- Maintains Department Petty Cash and UW Purchasing Card.
- As Department Safety Officer, is the liaison to the Safety Office to facilitate and advise on establishing the healthiest and safest work and educational environment reasonably attainable.
- Administers visitor-parking permits.
- Performs other duties and assists with special projects as assigned.

*\*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.*

### **Required Qualifications**

#### **Education**

Undergraduate degree or equivalent combination of education and experience.

#### **Experience**

- Minimum 3-4 years administrative experience including managing schedules and minute taking.
- Experience in event and travel planning.
- Intermediate experience with Microsoft Suite, SharePoint, and Web management.

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

- Well-developed analytical, customer service, and communication skills (oral and written).
- Demonstrated discretion and respect for confidential information and processes.
- Strong interpersonal skills with the ability to interact in a positive and supportive manner.
- Aptitude for attention to detail and accuracy are essential.
- Proven capacity to multi-task and handle a high volume of work.
- Demonstrated high level of organization and ability to manage high volumes of activity and change.
- Demonstrated ability to take initiative with a commitment to process improvement.
- Demonstrated ability to problem solve.

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- Experience working with international students and people from a wide variety of backgrounds and cultures an asset.

### **Nature and Scope**

- **Contacts:** Internal: communicates with members of the Department, staff within the Dean of Arts Office, Catering, Custodial, Plant Operations, Parking Services, and Human Resources; external: visitors, suppliers, hotels, and business contacts.
- **Level of Responsibility:** The job has specialized work at the department level with minimal supervision. The incumbent must possess good judgment, ability to prioritize, initiative and flexibility to adapt to competing tasks, setting his/her own work plan to ensure that financial and administrative tasks are completed in a timely manner and according to priorities set by the Office of the Chair. Ability to handle highly confidential matters with discretion.
- **Decision-Making Authority:** Decide type of document and supporting material required for a multitude of forms and application procedures. Answer inquiries about Department and university procedures and policies from both inside and outside the university. Refer atypical problems to the Chair or Administrative Officer.
- **Physical and Sensory Demands:** Typical of an administrative position in an office environment; peak times can include many simultaneous demands with frequent interruptions.
- **Working Environment:** Travel: none. Working hours: regular with infrequent evenings and weekends. Risks, physical and psychological: no significant risks. Incumbent can only work from on-campus.