

## Job Description

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<b>Job Title:</b>	Administrative Assistant to the Chair
<b>Department:</b>	3100 -Statistics and Actuarial Science
<b>Reports To:</b>	Administrative Officer
<b>Jobs Reporting:</b>	N/A
<b>Salary Grade:</b>	USG 6
<b>Effective Date:</b>	May 2017

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### **Primary Purpose**

Reporting to the Administrative Officer this position provides efficient and effective administrative support to the Chair's Office relating to academic recruitment, tenure, promotion and retention processes as well as coordinating the submission of information and documentation required to initiate and conclude various faculty relations processes.

The Administrative Assistant to the Chair personifies professional courtesy and absolute discretion when carrying out the duties of this position, handling complex situations as they arise, and maintaining utmost confidentiality of Faculty records and/or discussions.

The Administrative Assistant to the Chair is one the frontline position liaising between the Chair's Office and i) the Dean's Office, ii) the Secretariat's Office (in particular Visa and Immigration Support Services) iii) international visitors, government offices, and local communities. The Assistant represents the Chair to all visitors and callers to the office with professional courtesy, poise and warmth; understands and employs appropriate protocol with dignitaries and international guests by phone and in person.

### **Key Accountabilities**

*List the major responsibilities of the job, divided into 3 to 5 broad categories. These should reflect 80 - 90% of "what" the job does not the "how". Insert a category heading and in bullet form below, state specific responsibilities.*

#### **Administrative support to the Chair**

- Provides executive assistance to the Chair and carries out duties as assigned to meet the teaching, outreach, public relations, and research activities and goals of the Department, including maintaining the Chair's calendar;
- Liaises with faculty, staff, students, visitors, seminar speakers and external partners through queries and requests for information requiring a thorough understanding of University policies and procedures;
- Maintains utmost confidentiality concerning details of the Chair's discussions and correspondence;
- Organizes details for department committees and meetings, including but not limited to, supporting and serving as a resource, maintaining meeting agenda and minutes, running election votes, follow-up on relevant business;
- Facilitate the collection of signatures required and prepares correspondence and confidential documents for the Chair's signature as required;
- Provides Administrative & Financial Officer up-to-date information on new appointments or any other activity in the Chair's office as they relate to department space, logistics and budget, and identifies and resolves problems either independently or in consultation with senior administrators in each of these areas.

#### **Faculty Recruitment and Visitors and Immigration**

- Works closely with the Chair, the Faculty Relations Manager, and the Senior Immigration Specialist in the recruitment of new faculty hires;
- Responsible for the administrative aspects of the faculty and sessional hiring process, including but not limited to, posting advertisements, maintaining and preparing records for the online application system, maintaining

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shared database for viewing of application files and short-listed candidates, maintaining schedule of deadlines, meetings, and interview schedules, preparing draft UARC memo;

- Prepares interview invitation letter & schedule for candidates; in coordination with the Financial Coordinator arranges for local travel, hotel accommodation, on- and off-campus meals;
- Prepares appointment and rejection (Mathjobs) letters and Labour Market Impact Assessment as necessary
- In consultation with the Dean's office and the Secretariat's office, prepares visiting and immigration documents for all faculty members, post-doctoral fellows and international visitors;
- Serves as liaison with the local office of Human Resources Development Canada (HRDC) and Canada Immigration (CIC) to process appointments of non-Canadians, and provides both Canadian and non-Canadian faculty members and visitors with information concerning Canadian immigration and employment policies;
- Provides transition support in coordination with the Financial Officer on details including moving policy, financial and teaching obligations, as they pertain to offer letters;
- Attends lunch & learn information sessions offered by Provost Office.

### **Academic Appointments (Faculty, Definite-Term and Post-doctoral Fellows)**

- Prepares pertinent paperwork for faculty, definite term and postdoctoral appointments;
- Provides welcome package for new faculty members and ensures that all support services are arranged, and provides information on university and academic policies and procedures as required;
- Prepares sessional teaching contracts, liaising with Associate Chairs for Statistics and for Actuarial Science
- Prepares cross-appointments, adjunct appointments and administrative appointments;
- Monitors end dates of definite term and probationary term appointments and ensures renewals are processed in a timely manner;
- Coordinates details for incoming visitors, including, but not limited to, office space, computer, telephone, computer accounts, printing access.

### **Sabbaticals, and confidential records collection and maintenance**

- Provides faculty members with sabbatical application materials, deadlines, and reviews sabbatical leave entitlements prior to submission to Department Chair and for Dean of Math approval;
- Maintains up-to-date faculty, definite term, postdoctoral, professor emeritus and visitor files;
- Collects annual activity reports and assists with performance review process;
- Prepares statistics for annual reports and merit reviews;
- Responsible for compiling Tenure and Promotion package materials and supporting documentation in consultation with the faculty member and Chair; maintaining a schedule of deadlines and meetings; preparing draft brief for the Chair and committee, and submission of document;
- Department file retention.

### **Other general department administrative duties**

- Respond to general departmental inquiries, including the general department email account
- Co-ordinates special events, including but not limited to, Distinguished Speaker Series, retirements, Christmas, picnic, in consultation with internal and external partners;
- Processes P-card transactions and manages petty cash funds;
- Provides financial reconciliation, to include but not limited to, special events, purchase card transactions, petty cash fund, watcard;
- Provides communication support for web updates;
- Maintains up-to-date student award plaques;
- Maintains departmental lists, including but not limited to, faculty, staff and visitor lists, departmental committees, sabbaticals, sessional appointments, adjuncts, retirements;
- Responsible for the management and allocation of space in the department, including key permit preparation and distribution, computer accounts, computers; holder of master key as required;
- Co-ordinates with Administrative Officer the planning of minor renovations with the Department including offices and meeting rooms.

## **Required Qualifications**

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*If hiring today, what would be the required education, experience, knowledge, skills and abilities?*

<b>Education</b> <ul style="list-style-type: none"><li>• Post-secondary diploma or equivalent experience in office administration.</li></ul>
<b>Experience</b> <ul style="list-style-type: none"><li>• Must have at least 3-5 years of professional experience providing administrative, business process and assistance to a senior leader, preferably in an academic institution;</li><li>• Must have a demonstrated exceptional ability to manage the calendar of a senior leader with competing demands, changing priorities and complicated international travel and protocol;</li><li>• Must have experience in the coordination of events/meetings and briefing materials for a senior leader;</li><li>• Demonstrated ability to work within a high stress environment and operate with a high degree of confidentiality and discretionary judgment, be comfortable in an environment that requires shifts in priorities and be able to work quickly; must be able to work independently and as part of a team;</li><li>• Exceptional verbal and written communication ability;</li><li>• Sound knowledge of university policies and procedures;</li><li>• Experience working in a receptionist or customer service role;</li><li>• Demonstrated ability to take the initiative, and accurately complete detailed work;</li><li>• Excellent interpersonal and relationship building skills with a demonstrated ability to handle faculty, staff and students from around the world with tact and diplomacy;</li><li>• International experience is an asset;</li><li>• Occasional evening/weekend work required for events;</li></ul>
<b>Knowledge/Skills/Abilities</b> <ul style="list-style-type: none"><li>• Intermediate ability to use computer applications including word processing (MS Word, Excel, PowerPoint and Outlook), database management, spreadsheets and web page editing;</li><li>• Ability to compose correspondence;</li></ul>

### **Nature and Scope**

- **Contacts:** This position requires communication with a wide range of internal contacts to obtain, clarify and discuss information, and when dealing with faculty and students, to present and discuss information and problems, leading to resolution. The position requires a sensitivity to the needs of a wide base, including faculty, sessional instructors, candidates, Post-Doctoral Fellows, and visitors. Communication with internal staff to deal with operational matters, to influence and motivate others and to facilitate and settle highly sensitive matters. Communication with external staff to negotiate and reach agreement. Ability to work with a team at various levels of administration;
- **Level of Responsibility:** The position has specialized work with minimal supervision and provides guidance to others and works closely with the Department Chair, Administrative Officer and Associate Chairs. Coordinates multiple projects that simultaneously meet competing deadlines. Exercises sound judgment and deals with highly sensitive documents. Ability to anticipate, analyze, strategize, determine priorities, take initiative and to have a high degree of time-management skills; the flexibility to adapt to changing priorities;
- **Decision-Making Authority:** Decide on task priorities given multiple deadlines and demands on diverse work portfolios that can impact department operation. Ability to make various event related decision in Consultation with the Administrative Officer and Department Chair, as appropriate;
- **Physical and Sensory Demands:** Demands typical of an administrative position within an office environment;
- **Working Environment:** Minimal demands typical of an administrative position within an office environment;