

## Job Description

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<b>Job Title:</b>	Administrative Assistant
<b>Department:</b>	Chemical Engineering
<b>Reports To:</b>	Administrative Officer, Dept. of Chemical Engineering
<b>Jobs Reporting:</b>	Co-op Students/Temporary Office Support
<b>Salary Grade:</b>	5
<b>Effective Date:</b>	Sept. 30, 2019

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### **Primary Purpose**

The Administrative Assistant provides front line service and is responsible for a wide-ranging administrative support in the department as well as to the undergraduate and graduate programs. Financial responsibilities and event planning are other major components of this position.

### **Key Accountabilities**

#### **Administration**

- As first point of contact, responds promptly and professionally to in-person, email and telephone inquiries; direct inquiries to appropriate people/departments
- Supervise and train co-op students and temporary office staff
- Provide administrative support to related tasks of the Office of the Chair, such as merit review and tenure and promotion documentation. Must be able to handle activities of the department in a professional manner and ensure confidentiality.
- Process postdoc/visitor appointment letters
- Responsible for other duties and special projects as assigned by the Administrative Officer and/or Department Chair
- Update web pages
- Liaise with facilities regarding building/space issues in E6, DWE and QNC
- Responsible for departmental copiers in E6, DWE and QNC locations
- Responsible for all ChE telephone requirements in E6, DWE and QNC locations

#### **Finance**

- Process annual faculty Professional Allowance claims, checking amounts and attachments for accuracy
- Ensures compliance is met as per university guidelines
- Establish financial procedures and make recommendations to faculty and students regarding professional allowance and other expenses
- Responsible for telephone and photocopying yearend charge-outs as well as proper work order allocations
- Responsible for departmental petty cash and expenses meet with compliance policies
- Conduct monthly reconciliation for telephone billing, photocopying and P-Card expenses
- Responsible for coffee funds and ordering supplies
- Support Admin Officer and Research Finance Coordinator

#### **Event Planning**

- Organize all departmental events which includes booking space, ordering food, creating effective event marketing, invoicing, reimbursement, collecting money and reconciliation and photography

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- Organize annual events such as frosh lunch, holiday party, convocation celebrations with over 300 attendees, as well as Dean's Honour Roll and other award receptions, meet faculty events, fourth year poster presentations, graduate and student events.
- Organize United Way and other fundraising events
- Supervise and train students and staff supporting the Administrative Assistant during these events

### **Undergraduate and Graduate Support**

- Assist UG Coordinator on a regular basis by processing course override forms
- Provide undergraduate services in both ChE and NE programs when either Coordinator is absent. Requires solid knowledge of UG processes and academic policies
- Familiarity with UG tools such as Quest and Learn to provide support to Coordinator, faculty and students
- Organize ExpectATions for graduate students to become TAs
- Ensure TAs sign contracts
- Organize grad recruitment events

*\*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 education and experience

#### **Experience**

- Excellent interpersonal skills to effectively communicate and support students, faculty, staff at all levels within the university. Must be able to work independently and with many interruptions. Must possess high level of diplomacy and judgement in dealing with daily tasks.

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

- Microsoft Word suite of programs – word, excel, power point.
- Quest, web, Learn
- Excellent communication skills (writing, verbal)
- High level of interpersonal skills to support students, faculty, staff at all levels within university.
- Must possess high level of diplomacy and judgement in dealing with daily tasks.
- Must be able to work independently and with many interruptions.
- Ability to multitask and prioritize work.

### **Nature and Scope**

- **Contacts:** Internal contacts e.g. Faculty of Engineering and other university resources
- **Level of Responsibility:** Good judgement, initiative and flexibility to adapt to competing tasks with minimal supervision. Ability to handle highly confidential matters with discretion and ability to supervise and train. Must be accurate especially in the financial aspects of the role.
- **Decision-Making Authority:** Decision-making authority within certain duties of position and other routine functions. Ability to make independent decisions that have a wide impact on the department. Must be able to handle deadline pressures and competing priorities.
- **Physical and Sensory Demands:** Minimal – office environment. Ability to work in an open office with many interruptions. Some lifting, carrying and pushing of moderate weight is required. Ability to travel to other ChE buildings (E6, DWE, QNC). Noise from photocopier.

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- **Working Environment:** Office based – open office with other stations in area as well as departmental traffic resulting in may interruptions. Position is exposed to possible disagreeable situations typical of front office position.