

## Job Description

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<b>Job Title:</b>	Administrative Assistant
<b>Department:</b>	Biology
<b>Reports To:</b>	Administrative Officer
<b>Jobs Reporting:</b>	None
<b>Salary Grade:</b>	USG 6
<b>Effective Date:</b>	June 2018

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### **Primary Purpose**

The Administrative Assistant is responsible for the smooth daily operations of the Chair's office. The Administrative Assistant provides support, oversight and guidance for faculty recruiting, tenure and promotion, faculty merit, sabbaticals and academic appointments. The Administrative Assistant manages confidential records, maintains the department website and provides administrative support to the Chair, Associate Chairs and Administrative Officer. The Administrative Assistant is equally accountable to the Chair and the Administrative Officer.

### **Key Accountabilities**

#### **Administrative Support to Chair, Associate Chairs and Administrative Officer**

- Organize the Chair's schedule, book meetings on behalf of the Chair and update electronic calendar(s);
- Prepare confidential information on behalf of the Chair, Associate Chairs and Administrative Officer;
- Provide advice and guidance on policies and procedures related to faculty recruiting, tenure and promotion, merit, sabbaticals and appointments;
- Provide administrative support for program reviews including requesting data and preparing and summarizing statistical reports;
- Organize agendas and prepare minutes for Executive Committee Meetings, Department Meetings and retreats;
- Monitor committee membership and manage confidential electronic voting process for renewals and new appointments;
- Provide administrative support for the Biology seminar series (book rooms, audiovisual, speaker travel arrangements, meal reservations, catering, parking, print posters);
- Coordinate bookings for departmental events (rooms, audiovisual, catering etc.);
- Coordinate travel arrangements for the Chair and department visitors;
- Assist with strategic projects under the direction of Chair, Associate Chairs and Administrative Officer;
- Facilitate administrative continuity as academic administrator appointments change through effective record keeping, training and mentoring.

#### **Faculty Recruiting**

- Coordinate advertising for faculty recruiting according to university policy;
- Maintain candidate database and ensure applications are complete;
- Schedule candidate visits and oversee interview process, including booking meeting rooms, arranging meetings, meal reservations and advertising visits;
- Coordinate candidate travel arrangements including hotel and transportation, and assist with reimbursement claims;

<ul style="list-style-type: none"> <li>• Coordinate DACA meetings and prepare UARC documents.</li> </ul>
<p><b>Tenure and Promotion</b></p> <ul style="list-style-type: none"> <li>• Coordinate tenure and promotion proceedings, in consultation with the Chair, according to university policies;</li> <li>• Review candidate briefs for accuracy and completeness;</li> <li>• Prepare summary data for candidate briefs (e.g. student evaluation scores, peer evaluations);</li> <li>• Schedule DTPC meetings and take minutes;</li> <li>• Coordinate the final brief and submissions.</li> </ul>
<p><b>Faculty Merit</b></p> <ul style="list-style-type: none"> <li>• Establish department merit review timeline in conjunction with the Dean of Science Office and policy;</li> <li>• Collect faculty year-end reports, compile data related to teaching, publications, student supervision, service activities and prepare summary forms;</li> <li>• Circulate summary forms to the Merit Committee, arrange meetings and record meeting minutes;</li> <li>• Prepare summary of final merit ratings and submit to the Dean of Science Office;</li> <li>• Prepare confidential summary sheets for each faculty member and arrange follow-up meetings with the Chair as required.</li> </ul>
<p><b>Sabbaticals and Leaves</b></p> <ul style="list-style-type: none"> <li>• Communicate sabbatical information and application deadlines to faculty members;</li> <li>• Review sabbatical application forms for completeness and oversee approval process;</li> <li>• Calculate and verify sabbatical leave entitlements;</li> <li>• Provide information on policies, processes and deadlines for other leaves, retirement and termination.</li> </ul>
<p><b>Academic Appointments</b></p> <ul style="list-style-type: none"> <li>• Prepare appointment contracts for new faculty, associate chairs, sessional instructors, post-doctoral fellows, research associates, visiting scholars, adjuncts, cross-appointments and volunteers;</li> <li>• Prepare immigration documents for foreign workers in consultation with the university immigration specialist;</li> <li>• Prepare welcome package for new appointments and assist with email and office set-up;</li> <li>• Monitor contract end dates for definite term and probationary term appointments and ensure renewals are processed in a timely manner;</li> <li>• Prepare termination forms for completed contracts and faculty retirements.</li> </ul>
<p><b>Website Administration</b></p> <ul style="list-style-type: none"> <li>• Create and maintain department webpages;</li> <li>• Update faculty member research pages regularly;</li> <li>• Update department member lists regularly;</li> <li>• Update and maintain the events calendar, newsfeed and twitter account regularly;</li> <li>• Update SharePoint site while ensuring proper permissions are in place to maintain security and confidentiality of posted documents.</li> </ul>
<p><b>Other Administrative Support</b></p> <ul style="list-style-type: none"> <li>• Create and maintain a confidential database to track faculty career milestones (tenure, promotion, merit, leaves, committee membership, teaching records etc.);</li> <li>• Advise department members of deadlines, schedules and documents to be submitted to the Chair; receive and monitor submissions;</li> <li>• Advise department members of university policy changes and implementation;</li> <li>• Prepare and distribute the weekly bulletin and away list to members of the department;</li> <li>• Maintain updated contact lists of department members;</li> </ul>

## Job Description



- Provide back-up for Financial/Purchasing Assistant during absences;
- May serve as a member of the department Social Committee;
- Other duties as assigned by Chair, Associate Chairs or Administrative Officer.

### Required Qualifications

#### **Education**

- Undergraduate degree or equivalent combination of education and/or experience

#### **Experience**

- 2+ years administrative experience in an academic environment is preferred
- Experience interpreting university policies and procedures is an asset
- Experience making independent decisions and handling confidential information with minimal supervision is essential
- Administrative experience in a complex, dynamic and fast-paced environment necessary with ability to manage multiple priorities concurrently and accurately

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

- Demonstrate a high level of professionalism and handle situations with tact and diplomacy
- Excellent interpersonal and communication skills (verbal and written) are required
- Excellent organizational skills, strong attention to detail and the ability to prioritize multiple tasks in a high volume office
- Excellent working knowledge of Microsoft Office, Outlook Calendar, SharePoint, Adobe and website maintenance software.

### Nature and Scope

- **Contacts:** Regular contact with current and potential faculty members, post-doctoral fellows, sessional instructors, research associates, visiting scientists and volunteers, Dean of Science Office, President and Provost Offices, Catering Services and external vendors for travel arrangements.
- **Level of Responsibility:** Responsible for providing administrative support to members of the department. This position has minimal supervision and provides guidance on university policies and procedures. Exercises sound judgement and deals with confidential documents.
- **Decision-Making Authority:** Decision-making related to prioritizing multiple deadlines. Complex issues and problems are brought to the attention of the Administrative Officer and/or Chair.
- **Physical and Sensory Demands:** Minimal physical demands typical within an office environment.
- **Working Environment:** High volume office with multiple interruptions.