

## Job Description

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<b>Job Title:</b>	Executive Assistant to the VP, Research and International (VPRI)
<b>Department:</b>	Office of the Vice President, Research and International
<b>Reports To:</b>	Executive Director, Strategic Initiatives
<b>Jobs Reporting:</b>	None
<b>Salary Grade:</b>	USG 8
<b>Effective Date:</b>	June 2019

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### **Primary Purpose**

The Executive Assistant formally reports to the Executive Director, Strategic Initiatives in the Office of the VPRI, and will work with the Vice-President, Research and International on a day-to-day basis. The VPRI has particular responsibility for maintaining the autonomy and intellectual independence of the University in matters related to research, and for fostering an environment that promotes a high standard of scholarly activity. The VPRI also has extensive Committee/Board responsibilities both within and external to the University.

The Executive Assistant is responsible for maintaining the VPRI's daily schedule and itinerary and also for providing overall administrative and executive assistance in respect of all activities in the VPRI's area of responsibility. This includes the provision of organizational, secretarial and administrative support as needed as well as liaison on behalf of the VPRI with senior administrators across the University and in Corporations and Government departments across Canada. The Executive Assistant must perform at a high level, ensuring that the Office of the VPRI functions in an efficient and professional manner. This includes providing support to Associate Vice-Presidents (AVP), Directors and Senior Managers in the Office of Research and Waterloo International as appropriate.

### **Key Accountabilities**

**Administrative Leadership** - The incumbent must have a broad knowledge of the various activities and responsibilities of the VPRI in order to prepare materials required for effective participation in, or chairing of, both internal and external meetings. In doing so, the incumbent interacts extensively with senior university administrators, faculty members, Deans and their executive administrative staff, and others across the University as appropriate. This includes:

- Obtaining profiles and backup materials;
- Effective management of confidential and sensitive information
- Provides relationship management and administrative coordination; including preparation of presentations and reports, organizing meetings and developing agendas
- Ensuring that all participants in meetings with the VPRI are fully briefed and prepared with appropriate backgrounders and materials;
- Researching websites for relevant information prior to meetings of the VPRI with external visitors;
- Coordinating arrangements for receptions and functions hosted by the VPRI.
- Frequent interaction with the Offices of the President, Provost, and other administrators to relay information, seek advice, and engage parties in visits/events/meetings;
- Contacting senior corporate, university and government officials on behalf of the VPRI regarding meetings requiring the coordination of several individual calendars, often in several geographic locations.

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<ul style="list-style-type: none"><li>• Coordinates all documentation during VPRI led searches for Executive Directors of University Centres/Institutes, working with Chair/Dean offices in facilitating faculty hiring processes involving Department/Schools Advisory Committee on Appointments (DACA) and University Appointments Review Committee (UARC)</li></ul>
<p><b>Responsible for daily functioning of VPRI position:</b></p> <ul style="list-style-type: none"><li>• Reviews and filters incoming mail, and handles or redirects correspondence as appropriate;</li><li>• Brings matters of priority to the attention of the VPRI;</li><li>• Takes initiative to draft correspondence letters and memos for the VPRI;</li><li>• Acts as a point of contact between the VPRI and Faculty Deans, ensuring the effective flow of information and follow-up;</li><li>• Handles word processing of documents, letters, memoranda, reports and presentations;</li><li>• Responds to telephone calls and e-mails, and handles faxes and photocopying;</li><li>• Coordinates travel arrangements, and manages the VPRI itinerary including the provision of appropriate documentation;</li><li>• Maintains files, correspondence (paper and e-mail), and retrieval system for the VPRI's office;</li><li>• Manages the Office of Research when the VPRI is at meetings off-campus, including keeping the VPRI informed of priorities and urgent matters as they arise and responding as appropriate.</li></ul>
<p><b>Serves as Secretary as follows:</b></p> <ul style="list-style-type: none"><li>• Monthly Research Leaders Council meetings (includes preparation of the agenda and minute-taking);</li><li>• Other meetings chaired by the VPRI as they arise.</li></ul>
<p><b>Confidentiality and responsibility:</b></p> <ul style="list-style-type: none"><li>• Maintains tact and diplomacy when fielding research - related policy issues for the VPRI;</li><li>• Maintains utmost confidentiality, particularly regarding matters pertaining to allegations of research misconduct. This includes maintenance of sensitive documentation;</li><li>• Maintains confidential files of Office of Research employees and coordinates annual performance reviews and their submission;</li><li>• Liaises with HR in respect of Office of Research personnel matters;</li><li>• High degree of accuracy and accountability is required given the reputational component of Waterloo research that resides with the office of the VPRI.</li></ul>

*\*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**

<p><b>Education</b></p> <ul style="list-style-type: none"><li>• University degree, business administration preferred, or equivalent education and related experience within a senior executive office.</li></ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"><li>• 3-5 years of C-level administrative experience</li><li>• Experience in agenda planning and minute recording</li><li>• Experience in drafting senior level reports and correspondence</li></ul>

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

- Familiarity with University policies and procedures preferred
- Knowledge of the faculty hiring process beneficial but not required
- Proven ability to deal with confidential issues and interact effectively with a wide range of individuals
- Familiarity with best practices for assessing, developing and implementing new business processes and procedures
- Ability to encourage cooperation and build rapport among fellow team members
- Ability to work independently and effectively as a member of the team to achieve department goals
- Strong writing and proof-reading skills
- Client service skills with an ability to apply tact and diplomacy when dealing with sensitive issues and a range of personalities, motives and interests
- Ability to remain highly motivated, resilient, innovative, and collaborative when faced with challenges
- Organizational skills to manage multiple assignments that are accurate and thorough, sometimes of a complex nature or involving competing priorities

### **Nature and Scope**

**Contacts:** Internal Relationships: The Executive Director to the VPRI facilitates internal working relationships between the VPRI (including the VPRI Office) and: the President; the Vice-President, Academic and Provost; the Vice-President, University Relations; the Vice-President, Finance; the Deans; the Associate Deans Research; Senate and its various Councils; the Board of Governors; Deans' and Executive Councils; College Heads; and Research Centres and Institutes.

**External Relationships:** The Executive Director to the VPRI facilitates external working relationships between the VPRI and: the Ontario Council on University Research (OCUR); the U15 Vice-Presidents Research; Federal and Provincial Ministries; and the Board of Ontario Water Consortium (OWC). The Executive Assistant also assists the VPRI to execute the responsibilities of numerous board memberships.

**Level of Responsibility:** The position has responsibility and accountability for serving as the first point of contact to the VPRI.

**Decision-Making Authority:** Problem solving is a critical skill for this position. Unexpected issues and/or conflicts may arise and the incumbent must be capable of analyzing problems and quickly solving issues. Makes decisions with respect to most efficient use of VPRI's time (i.e. meetings, events, travel) and seeks advice when required. Is expected to work independently carrying out all tasks.

**Physical and Sensory Demands:** Minimal demands typical of a senior administrative position operating within an office environment.

**Working Environment:** Minimal exposure to disagreeable conditions typical of a senior administrative position; exposed to stress and pressure associated with senior level responsibilities.