

Job Description

Job Title:	Administrative Specialist
Department:	Kinesiology
Reports To:	Administrative Officer
Jobs Reporting:	Click here to enter text (please enter job titles, not incumbent names)
Salary Grade:	USG 6
Effective Date:	Jan 2018

Primary Purpose

The Administrative Specialist will provide primary support to Faculty and Staff members of the Department of Kinesiology to facilitate and enhance the teaching and research activities of the Department. Working under the supervision of the Administrative Officer, the incumbent will provide essential service to the Kinesiology Department to facilitate smooth and efficient operation of all Department activities, in a manner consistent with the Department's goals and objectives. The Administrative Assistant will meet directly with staff and faculty and communicate via a variety of electronic means to facilitate dissemination of advice, interpretation and understanding of policies and procedures and other essential information and assistance to staff and faculty. In addition, the Administrative will provide critical special event and project management and support as needed.

Key Accountabilities

General Administrative Support

- Advise and support staff and faculty members on the use of on campus resources that enhance teaching and research activities
- Identify and facilitate the coordination and delivery of supplementary resources to enhance the academic and research activities of the Department
- Provide administrative support at Department and other committee meetings as needed including agenda, minutes and document preparation.
- Liaison with outside academic and non-academic departments as needed to facilitate all areas of Kinesiology Department programming
- Serve as a resource within the Department for the interpretation of and ensuring adherence to UW and Departmental policies, guidelines and practices
- Provide expertise and support for specialized research related tasks and document preparation such as payroll and hiring documentation, CV database management, electronic forms management and special project reports
- Provide program support for Undergraduate activities as outlined by the Administrative Officer
- Other duties as assigned by the Administrative Officer to support the activities of the Kinesiology Department

Special Event and Outreach project coordination

- Provide primary leadership and support for special events hosted by the Department of Kinesiology including but not limited to research meetings, seminars, guest lecturers, workshops, promotional and recruiting events, outreach projects such as Kin Lab days

Financial Transaction and Compliance support

- Review and process travel claims and professional allowance in accordance with University policy
- Processing and reporting of Departmental financial support for teaching and research activities as outlined by the Department Chair

Required Qualifications

Education <ul style="list-style-type: none">• University degree or equivalent combination of education and experience preferred.• Experience in an academic department preferred
Experience <ul style="list-style-type: none">• Minimum 1 year administrative support and experience, preferably in an academic environment• Experience with Quest, Concur and Unit 4 is highly desirable.• Proficient with MS Office (Word, Excel, Outlook), web management software, and SharePoint
Knowledge/Skills/Abilities <ul style="list-style-type: none">• Excellent knowledge of the Department of Kinesiology and University of Waterloo policies and procedures is an asset.• Excellent understanding of Graduate and Undergraduate programs in Kinesiology beneficial.• Sound judgement, tact, diplomacy and problem solving skills.• Proven capacity to handle high volumes of requests and to multi-task.• Well-developed organizational, analytical, interpersonal, customer service skills.• Strong communication skills – oral and written• Effective organizational and time management skills: able to manage multiple priorities from different portfolios, with tight deadlines.• Attention to detail and accuracy is essential.

Nature and Scope

- **Contacts:** Internal Contacts: Including but not limited to all faculty and staff in the Kinesiology Department, staff in Dean's office of Applied Health Sciences, counterparts in other areas of the Faculty of Applied Health Sciences, Finance Staff, Plant Operations, Office of Research Staff, Book Store, Event planning departments External Contacts: This position will connect in person, over the phone and electronically with outside organizations, guests and participants in special events and outreach projects
- **Level of Responsibility:** This position has specialized work with minimal supervision, provides guidance to others and works closely with the Administrative Director and the Department Chair.
- **Decision-Making Authority:** This position is expected to use good judgement to make decisions based on existing policies and procedures under the general direction of the Administrative Officer. Routine tasks are performed with relative autonomy; the position is expected to identify problem areas and bring them forward for discussion and resolution. This position provides independent support to faculty and staff in the review and processing of financial transactions such as travel claims and professional allowance in accordance with University Policy
- **Physical and Sensory Demands:** This role requires minor physical exertion associated with office and computer work.
- **Working Environment:** This role generally involves regular working hours but may require some evening and weekend work. Work priorities may change regularly as the volume of work varies with frequent phone and e-mail interruptions and multiple demands from multiple clients. This role involves minimal psychological risk resulting from exposure to some disagreeable situations or conversations. Some clients may be demanding.