

## Job Description

---

<b>Job Title:</b>	Co-operative and Experiential Education Administrative Assistant
<b>Department:</b>	CEE Services
<b>Reports To:</b>	Executive Officer, Co-operative and Experiential Education
<b>Jobs Reporting:</b>	None
<b>Salary Grade:</b>	USG 6
<b>Effective Date:</b>	February 2020

---

### **Primary Purpose**

The Administrative Assistant provides administrative support to the Co-operative and Experiential Education leadership team. The Administrative Assistant arranges and facilitates events and performs administrative tasks within Co-operative and Experiential Education.

### **Key Accountabilities**

#### **Administrative Assistance**

- Provides administrative support to Co-operative and Experiential Education Directors through detailed management of their calendars; and organizing meetings (including scheduling, invitations, RSVPs, materials, venues)
- In coordination with the Executive Assistant to the Executive Director, Co-operative Education, manages the calendars, organizes meetings (including scheduling, invitations, RSVPs, materials, venues) for Co-operative Education Directors
- Effectively manages confidential and sensitive information
- Creates, formats, proofreads, prints, distributes and/or publishes various types of documents for various audiences using Microsoft Word, Excel, PowerPoint and/or Visio
- Coordinates and makes travel arrangements for Co-operative and Experiential Education Directors
- In accordance with Policy 46 (Information Management), maintains filing and retrieval systems (hard and soft copies) for agreements, MOUs (Memorandums of Understanding), agreements and contracts signed by Co-operative and Experiential Education leaders
- Works closely with all members of the Executive Officer team and provides backup support during short term leaves
- Makes ad hoc purchases on a purchasing card (e.g. conference registrations) and reconciles the p card monthly
- Leads a Community of Practice with the other administrative staff within Co-operative and Experiential Education to ensure the delivery of high-quality administrative support; organizes recurring meetings to share best practices, resources and experiences
- Provides backup coverage during vacations and absences of other administrative staff within Co-operative and Experiential Education
- Performs other administrative duties as assigned
- Assistance with project coordination activities (e.g. monthly status update process, creating summary reports as required, following up on missing/incomplete information etc.)

## Job Description



- Moderates various SharePoint sites, and other similar document repositories – this includes: keeping the site curated, appropriate naming conventions, information filed and archived/deleted as appropriate
- Provides backup purchasing assistance

### **Human Resources**

- Maintains organization charts and directories for the Co-operative and Experiential Education portfolio
- Provides logistical and administrative support to the staff onboarding and new hire training processes
- Manages individual and institution membership in various co-operative and experiential education organizations (e.g. CEWIL, EWO, CEIA, WACE)
- Coordinates the annual performance appraisal process within Co-operative and Experiential Education

### **Co-op Student Co-ordination**

- Leads the co-op student hiring process from an administrative perspective (includes entering hires in Workday)
- Leads co-op student events (e.g. end of term presentations, orientation)
- Prepares and distributes timely communications to the department co-op students (e.g. notice of first pay, completion of mandatory training reminder, midterm evaluation etc.)
- Co-ordinates, administers and compiles co-op student exit interviews and filters the information to the appropriate areas to assist with continuous improvement of the student experience in CEE

### **Meeting and Event Management**

- Co-ordinates and schedules meetings for Co-operative and Experiential Education Directors
- As requested, assists Executive Assistants with the coordination, scheduling and management of CEE and Co-operative Education events
- Schedules and manages meetings and events within Co-operative and Experiential Education including management calls, team meetings and social events
- Provides administrative support to project teams, steering committees and working groups (e.g. capturing, distributing and following up on action items)
- Solicits feedback on meetings and events in an effort to continually improve

*\*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**

- Post-secondary education or equivalent education and experience. University degree is preferred.

### **Experience**

- 3 years of experience providing administrative assistance within a large and complex organization (post-secondary school environment preferred)
- Experience managing complex calendars

## Job Description



- Experience planning and managing events
- Experience booking and arranging executive travel and managing complex schedules

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

- The position requires substantial skill in managing complexity and coordinating a range of activities and demands
- Ability to effectively manage competing priorities
- Responsibility, maturity, and excellent problem-solving skills are critical
- Organizational skills are key, as are managing conflicting priorities from multiple stakeholders
- Ability to support directors whose primary work location is in other buildings on campus
- Proven strategic and pragmatic thinker
- Excellent interpersonal skills
- Proven record of demonstrated tact, judgement and diplomacy, confidence, organization, and the ability to assimilate information and analyze data quickly
- Demonstrated ability to make independent decisions
- Strong attention to detail (e.g. as it relates to scheduling, travel arrangements, report content, etc.)
- Specialized work with minimal supervision
- Excellent communication (oral and written)

### **Nature and Scope**

- **Contacts:** Internal Relationships: This position works closely with the director-team within Co-operative and Experiential Education and other staff in Co-operative and Experiential Education. External relationships: the Administrative Assistant facilitates internal working relationships between the Directors and external stakeholders. The Administrative Assistant also builds and maintains working relationships with other individuals and departments on campus.
- **Level of Responsibility:** The position has responsibility and accountability for providing administrative assistance within Co-operative and Experiential Education; this requires exercising judgment when it comes to decision-making and prioritizing.
- **Decision-Making Authority:** This position will be responsible for making decisions related to scheduling, travel, the escalation of issues, meeting and event agendas and logistics. 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.
- **Physical and Sensory Demands:** This position requires the ability to work effectively in a fast-paced environment and maintain a high level of attention to detail. The work environment may include lack of control over work pace due to work processes, irregular and/or high volumes beyond one's control, multiple and/or tight deadlines beyond one's control and constant interruptions (e.g. phone calls, e-mails, unplanned but urgent support requests, or emergencies).
- **Working Environment:** Regular working hours, some evening/weekend work required. Exposed to stress and pressure associated with senior level responsibilities.