

## Job Description

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<b>Job Title:</b>	Administrative Manager
<b>Department:</b>	Anthropology
<b>Reports To:</b>	Chair, Anthropology
<b>Jobs Reporting:</b>	None
<b>Salary Grade:</b>	USG 6
<b>Effective Date:</b>	March 2018

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### **Primary Purpose**

The Administrative Assistant is responsible for the development and management of the Department of Anthropology's administrative systems in support of its teaching and research missions. The position requires a thorough knowledge of university policies and procedures, finance and scheduling systems. The Administrative Assistant requires excellent communication skills and the ability to work independently and to interact effectively with faculty, staff, students and external personnel. S/he coordinates the essential administrative operations of the Chair's office and the offices of the Associate Chair, Graduate Studies, and the Associate Chair, Undergraduate Studies.

### **Key Accountabilities**

#### **Provides a comprehensive range of administrative support to the Chair and other members of the department**

- Represents the Chair to numerous units and contacts both on and off campus;
- Responds to complex faculty and student issues as they arise, consulting with the Chair and others as appropriate;
- Prepares correspondence, reports and data summaries as required;
- Develops and maintains the Department's records, including a calendar of administrative activities and databases as required;
- Ensures that department operational requirements are met, including the preparation of teaching contracts;
- Minutes department and other meetings as required; follows up on relevant business; attends meetings as a department delegate as required;
- Prepares and maintains records for undergraduate majors, minors, graduate students and alumni; sources student information as required;
- Co-ordinates arrangements for final examinations, course questionnaires, grades submissions and other administrative aspects of coursework as required;

#### **As the department's Undergraduate Co-ordinator**

- Provides information and guidance to undergraduate students on a range of academic procedural matters; provides assistance on any non-academic matters as needed, redirecting concerns to appropriate resources on campus;
- Organizes scheduling of undergraduate courses in consultation with the Chair and Associate Chair as appropriate;
- Administers the Department's UG student awards program;
- Facilitates preparation of undergraduate course submissions and makes electronic submissions to the Undergraduate Affairs Group (UGAG);

- Serves as the department's liaison with CECA, organizing the grading of work term reports and maintaining co-op student records;
- Ensures computer grading cares are prepared, delivered, marked and returned promptly to instructors;
- Provides assistance to instructors of larger classes as required;
- Supports the Anthropology student society as required.

### **As the Department's Graduate Co-ordinator**

- Provides information and guidance to graduate students on a range of academic procedural matters; provides assistance on any non-academic matters as needed, redirecting concerns to appropriate resources on campus;
- Processes graduate applications from the point of application to admission;
- Organizes graduate student orientation, including student office allocation;
- Organizes scheduling of graduate courses for the year in consultation with the Chair and Associate Chair as appropriate;
- Facilitates preparation of graduate course submissions; makes electronic submissions to Graduate Affairs Group (GAG);
- Attends meetings of the Graduate Affairs Group (GAG), and Graduate Studies Office/Faculty/Department meetings;
- Allocates and manages teaching assistantships in consultation with the Associate Chair;
- In consultation with the Associate Chair, helps co-ordinate and review internal and external scholarship applications; ensures scholarships are advertised and deadlines met;
- Processes graduate scholarships and payment of awards.

### **Faculty recruiting, appointments, tenure and promotion**

- Manages the faculty recruiting process in partnership with the Chair, including:
  - timely submission of advertisements;
  - receiving and managing applications; communicating with applicants;
  - organizing interview schedules and agendas; arranging for candidate visits;
  - assisting the Chair in preparation of the UARC report;
- Organizes meetings for DTPC to review tenure and promotion submissions;
- Organizes tenure and promotion packages for Chair's review and submission to the Dean of Arts' Office.

### **Provides support to the department's financial management**

- Assists the Chair in the development of budget priorities;
- Develops the annual budget in co-operation with Arts' Faculty Financial Officer;
- Monitors and reconciles the department's operating budget, trust and endowment accounts, faculty research accounts, P-card expenditures; provides regular reports to the Chair on the status of accounts; exercises signing authority on relevant expenses;
- Provides guidance, preparation and processing of all expense forms related to the department operating budget, trust and endowment funds, and faculty research accounts; serves as the department's reviewer on all claims prior to submission;
- Reviews annual Faculty Professional Expense Reimbursement payments;
- Manages bursaries and awards for the department.

### **Supports the department's academic programming, communications initiatives, and special events**

- Organizes the department's lecture series: advertises events, arranges travel and accommodation with speakers;

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- Maintains the department web site;
- Assists the Associate Chairs, Graduate and Undergraduate Studies, in publicizing departmental programs by creating, maintaining and updating promotional materials in co-operation with the appropriate offices;
- Organizes faculty/student events including welcome, orientation and graduate events, conferences and workshops, and advancement events as required;
- Serves as the department's liaison with other departments and educational institutions, with alumni and external contacts.

### Required Qualifications

#### **Education**

- Post-secondary education or equivalent combination of education and/or experience

#### **Experience**

- Administrative experience in an academic environment, including knowledge of university policies and procedures.

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

- Well-developed organizational, analytical, interpersonal, customer service, and outstanding verbal and written communication skills
- Aptitude for attention to detail and accuracy are essential
- Ability to anticipate, analyze, strategize, determine priorities, and take initiative
- Proven capacity to handle high volume and multi-tasking
- Intermediate in MS Word, Excel, and PowerPoint
- Experience in WCMS, Quest, Outlook, SharePoint, Minute Taking, Online Application System, ONBase, Concur, Infosilem, and a variety of social media is preferred

### Nature and Scope

- **Contacts:** This position requires communication with internal contacts to obtain, clarify and discuss information and to receive instructions. Contact groups and individuals include but are not limited to: Department Chair, Associate Chairs Undergraduate Studies and Graduate Studies  
Faculty members, sessional instructors, postdoctoral fellows and research associates  
Registrar's Office, Scheduling Office  
Faculty Financial Officers and Executive Officer  
Faculty of Arts Undergraduate and Graduate Offices  
A wide range of administrative services on campus  
The position requires communication with external contacts to obtain, clarify and discuss information, and to make arrangements for events and activities, including fundraising.
- **Level of Responsibility:** The Administrative Assistant receives general guidance from the Chair or Associate Chair, Undergraduate Studies and Associate Chair, Graduate Studies, but is expected to perform duties with relative independence and use judgment in determining when involvement of others is required. Most faculty members in Anthropology travel extensively, and the Admin Assistant must be prepared to handle day to day decision making and problem solving independently.  
Financial accountability:  
This position develops the department's annual budget in partnership with the Chair and the Arts FFO; monitors and reviews transactions on an operating budget of \$837,864 (approx. \$51,500 non-salary); has signing authority on routine department expenditures, and reviews expenditures on an estimated \$19,000 in trust funds.

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- **Decision-Making Authority:** Authority for departmental administrative matters under the general guidance of the Chair and within University and Faculty procedures and practices. Examples include:
    - establishes and manages task priorities in a multitasking, deadline-oriented environment;
    - establishes, maintains and oversees effective administrative processes for the department; approves routine operating expenditures;
    - provides direction to students on routine matters and approves standard forms (overrides)
  - **Physical and Sensory Demands:** Minimal demands typical of an office environment.
  - **Working Environment:** Minimal exposure to disagreeable conditions.