

Job Description

Job Title:	Dean's Office Assistant (00002149)
Department:	Office of the Dean, Faculty of AHS, B.C. Matthews Hall
Reports To:	Assistant to the Dean (00005911)
Jobs Reporting:	None
Salary Grade:	5
Effective Date:	August 13, 2019

Primary Purpose

Dean's Office Assistant is responsible for providing administrative, event and special project support to the Dean's office. This position is the front-line staff for the Reception area in the Dean's office and primarily coordinates room bookings and key sign-out for the Faculty of Applied Health Sciences.

Key Accountabilities

Front-line representative:

- Manages room bookings for faculty/staff/students and visitors
- Books resources and manages inventory of electronic and event equipment
- Provides assistance or trouble-shooting related to room set-up (for example, assisting with set up of teleconference phones, laptops) or with scheduling conflicts
- Co-ordinates ordering of supplies for Dean's office staff
- Performs daily lock-up procedures
- Organizes catering for various meetings
- Completes other duties as assigned by colleagues in the Dean's office, AHS.

Assisting with Faculty related events

- Attends and assists with special events (i.e. reunion weekend events, Convocation, special events, etc.)
- Assists with co-ordination and event communications using both printed and electronic media, invitations, and emails
- Coordinates supplies or items needed for events
- Co-ordinates logistics for the AHS Dean's Mental Health Advisory Committee, attends meetings, executes events on the day of and creates post event evaluations

Assisting with Dean's office events

- Co-ordinates and executes staff social events;
- Prepares facilities prior to special events and ensures facilities are returned to a normal state following the event
- Creates and prepares promotional materials as part of the event organization process
- Contacts and engages staff, faculty and students to attend various events, manages RSVP lists
- Plans, co-ordinates and executes events as lead for annual AHS United Way campaign

Administrative Support

- Provides administrative assistance to the Assistant to the Dean regarding grant, contract applications and external awards
- Prepares materials for mailing and distribution
- Assists personnel with office moves and transfer of offices

Job Description



<ul style="list-style-type: none">• Assists personnel in Dean's Office with various administrative tasks when staff are overloaded• Constantly keeps track and updates various records• Ensures phone lists, room information and other Dean's Office information are up to date
Professionalism: <ul style="list-style-type: none">• Demonstrates reliability by completing tasks in a timely way, according to direction given, and seeks clarification if more information or assistance is needed to meet deadlines• Shows accountability by clearly communicating completion of work to colleagues, seeking assistance with prioritizing work when needed, and notifying colleagues when you expect to be absent from the reception desk to ensure adequate coverage• Ensures that the desk and surrounding area is neat and orderly, presenting a professional atmosphere as the welcoming reception area for the Dean's office• Demonstrates attentiveness including ways to improve upon service provided• Maintains the procedures manual for the position
Communication: <ul style="list-style-type: none">• Seeks guidance as appropriate from the Assistant to the Dean• Communicates online, on the phone and in person with all faculty/staff and students regarding room booking reservations and equipment use• Assists with social activities in the Dean's office and communicates to the AHS Dean's office and/or AHS community regarding upcoming events

Required Qualifications

Education <ul style="list-style-type: none">• University degree or equivalent post-secondary education and/or experience required.
Experience <ul style="list-style-type: none">• Experience in an office environment with excellent written and oral communication skills• Demonstrated experience with event planning• Leadership and volunteer management experience• Experience with Canva, Adobe Creative Suite including Photoshop and Illustrator an asset• Experience with WCMS and SharePoint an asset
Knowledge/Skills/Abilities <ul style="list-style-type: none">• Ability to communicate and interact effectively, with warmth and professionalism with a wide range of internal and external audiences• Proficient with Microsoft Office including PowerPoint, Excel and Word• Ability to manage multiple priorities concurrently and accurately• Keen problem-solver with a friendly, professional, customer-service-oriented personality• Demonstrated organizational abilities with a high attention to detail• Must have initiative, enthusiasm and be an independent thinker who thrives in a cooperative team environment; writing and/or editing experience an asset

Nature and Scope

- **Contacts:** External relationships: External callers/visitors to the Faculty. Internal relationships: Faculty members, staff, students and alumni Assistants to Senior Administrators, Senior Administrative guests of the Dean Plant Operations and Finance
- **Level of Responsibility:** The job has defined duties and responsibilities and receives direct supervision.

Job Description



- **Decision-Making Authority:** Seeks to resolve issues that may have escalated regarding room conflicts related to bookings, and event planning and will consult with Supervisor for clarification or assistance.
- **Physical and Sensory Demands:** Typical office environment; quiet
- **Working Environment:** No travel requirements; client-focused office environment (up and down from desk), some lifting (brochure boxes, event supplies), and dealing with distractions in the work environment (interruptions from drop-in visitors).