Job Description

**Job Title:** Administrative Assistant

**Department:** Physics & Astronomy

**Reports To:** Administrative Officer

**Jobs Reporting:** none

**Salary Grade:** USG 07

**Effective Date:** February 2017

**Primary Purpose**
Provide administrative assistance to the Chair for day-to-day operations and for all matters that fall under the purview of the Department Chair

**Key Accountabilities**
List the major responsibilities of the job, divided into 3 to 5 broad categories. These should reflect 80 - 90% of “what” the job does not the “how”. Insert a category heading and in bullet form below, state specific responsibilities.

**Provides administrative assistance to the Chair**
- Oversees administrative aspects of the department and maintains confidential/sensitive files, correspondence and databases of faculty members, non-administrative staff, Post-doctoral fellows, Research Associates and visitors, etc.
- Prepares contracts and completes onboarding procedures for new faculty, sessional instructors, post-doctoral fellows, visiting scholars, adjuncts, cross appointments and staff
- Responsible for administrative aspects of the Faculty Performance Review by preparing faculty submissions and course evaluation summaries and statistics for the Merit Committee; maintaining a schedule of deadlines and meetings; preparing Faculty Performance Review and Recommendation files; and maintaining records
- Responsible for compiling Tenure and Promotion package materials and supporting documentation in consultation with the faculty member and Chair; maintaining a schedule of deadlines and meetings; preparing draft brief for the Chair and committee, and submission of document
- Responsible for the administrative aspects of the faculty hiring process by posting faculty position advertisements, maintaining and preparing records for the online application system, maintaining a schedule of deadlines and meetings, coordinating and booking interviewees travel and schedule, preparing draft UARC memo for the Chair
- Responsible for the administrative aspects of the sessional hiring process by managing all applications, informing unsuccessful candidates, onboarding and resources allocation for successful candidates
- Responsible for the administrative aspects of faculty sabbaticals by informing faculty of deadlines, reviewing requests and verifying leave entitlements
- In consultation with the Dean of Science Office, prepares visiting and immigration documents for all international visitors and faculty members
- Responsible for updating and maintaining department teaching and key control records
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- Member of department committees and meetings; supporting and serving as a resource as required. Prepares and maintains meeting minutes and agendas for department meetings; follows up on relevant business.
- Ensures continuity when transitioning academic administrators through effective record keeping, training and mentoring.
- Manages confidential voting processes for selection of members to the department’s elected committees.
- Receives, and provides advice to the Chair on procedures for all formal submissions and contracts as noted above; works in partnership with the Chair in the creation of final reports and submissions.
- Maintains Chair’s calendar, schedule and activities.
- Prepares confidential information on behalf of the Chair, Associate Chairs and Administrative Officer.

#### Policy and Procedure resource to the Chair, faculty, staff, sessionals, students and visitors

- Assist and advise staff, faculty and sessionals on university policy changes and implementation.
- Advises department members of schedules, deadlines, and documents to be submitted to the Chair; receives and monitors submissions.
- Liaise with Human Resources, Waterloo International and the Dean of Science Office for new faculty appointments procedures.
- Answers faculty questions regarding Human Resources and department policies and procedures.

#### Course scheduling

- In conjunction with the Associate Chair and Undergraduate Officer, create a well-distributed undergraduate course schedule with conflict free registration for undergraduate courses in the department.
- Continually monitor scheduling through the registration process and track room limits with enrolment numbers to identify potential conflicts, low enrolment classes, and resolve problems.
- Input schedule into the DCU, add instructor constraints and course combinations for all programs within the Department of Physics and Astronomy, including the MNS program through the Chemistry department.
- Liaise with other timetable representatives to monitor course availability, adequate reserves and conflict free schedules.
- Liaise with the scheduling office on scheduling matters (e.g. resolve timetable issues).
- Notify the scheduling office of changes to the schedule of classes, communicate results to instructors, co-ordinators and other departments.
- Maintain booking schedule of classrooms, seminars and labs and co-ordinate requests for Physics and Astronomy classrooms booking for extra lectures, tutorials or review sessions.
- Create listings of all courses and faculty teaching for the academic year.

#### General administrative support

- Assists in planning special events as required.
- Record departmental minutes; ensure accuracy and completeness of information and supporting materials.
- Create and maintain department files-information pertaining to departmental committees, emergency contact information, leaves, etc.
- Authorize and set-up alarm codes, key code changes, key distributions and deposits; reconcile the key permit report.
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- Provides solutions to administrative issues related to the Department's involvement with the Institute for Quantum Computing and the Perimeter Institute
- Prepares data and statistical reports as required for the Chair, drawing on departmental, faculty and institutional data;
- Manages periodic internal and external undergraduate program reviews in co-operation with the Department Chair;
- Oversees departmental information systems and technology by liaising with the Science Computing Office to support IT needs
- Provides additional support for departmental website (updates and revision)
- Reports maintenance issues in the building to Plant Operations
- Provides assistance to other administrative staff, as needed
- Provide functional staff supervision in the absence of the Administrative Officer.

Required Qualifications
If hiring today, what would be the required education, experience, knowledge, skills and abilities?

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<thead>
<tr>
<th>Education</th>
<th>Experience</th>
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<tbody>
<tr>
<td>University Degree or equivalent combination of education and experience.</td>
<td>Considerable administrative experience in an academic department. Ability to exercise good judgment and discretion and work independently with minimal supervision within a fast-paced, deadline driven multi-tasking environment. Demonstrated ability to maintain strict confidentiality. Sound knowledge of university policies and procedures. Proven ability to manage a large volume of work, conflicting priorities and deadlines. Exceptional verbal and written communication ability.</td>
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<tr>
<th>Knowledge/Skills/Abilities</th>
<th>Nature and Scope</th>
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<tr>
<td>Excellent knowledge of Microsoft Office and Adobe</td>
<td><strong>Contacts:</strong> This position requires communication with a wide range of internal contacts to obtain, clarify and discuss information, and when dealing with faculty and students, to present and discuss information and problems, leading to resolution. The position requires a sensitivity to the needs of a wide base, including faculty, sessional instructors, co-op students, mature students, exchange, international students and students registered with Accessibility Services. Communication with internal staff to deal with operational matters, to influence and motivate others and to facilitate and settle highly sensitive matters. Communication with external staff to negotiate and reach agreement. Ability to work with a team at various levels of administration.</td>
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<td>Advanced knowledge of Infosilem</td>
<td><strong>Level of Responsibility:</strong> The position has specialized work with minimal supervision and provides guidance to others and works closely with the Department Chair, Administrative Officer and Associate Chairs. Coordinates multiple projects that simultaneously meet competing deadlines. Exercises sound judgment and deals with highly sensitive documents. Ability to anticipate, analyze, strategize, determine priorities, take initiative and to have a high degree of time-management skills; the flexibility to adapt to changing priorities</td>
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**Decision-Making Authority:** Decide on task priorities given multiple deadlines and demands on diverse work portfolios that can impact department operation.

**Physical and Sensory Demands:** Demands typical of an administrative position within an office environment
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- **Working Environment**: Minimal demands typical of an administrative position within an office environment