

Job Description



Job Title:	Assistant University Secretary and Administrative Officer
Department:	Secretariat
Reports To:	University Secretary
Jobs Reporting:	None
Salary Grade:	10
Effective Date:	July 2018

Primary Purpose

The Assistant University Secretary and Administrative Officer is the senior administrator for the group of units reporting to the University Secretary, acts as the chief administrator for the Board of Governors, the Senate, and other committees as assigned. The incumbent provides senior executive support for the University Secretary (US).

Key Accountabilities

Senior Office Administrator

- Has full administrative responsibility for the Secretariat, and acts as the senior administrative resource for directors and managers reporting to the Secretary. The AUSAO is also responsible for space planning, administrative policies and procedures, file system management, budget planning review, oversight and reconciliation, accounts payable, and liaison and support for the senior administrators in the offices reporting to the US

Executive Governance Support

- Has full managerial responsibility for the Board of Governors and the Senate, and all Board and Senate committees and councils for which the US is secretary. The AUSAO is also responsible for records management, membership management, agenda management, all meeting logistics, and relationship management. The incumbent plays the primary role in event management for Board and Senate orientation, retreat and other receptions relating to these bodies. Maintain a thorough knowledge of the University of Waterloo Act, 1972, Board and Senate bylaws, and relevant policies, procedures, precedents and committee mandates

Deputy Chief Electoral Officer

- Acts as Deputy Chief Electoral Officer for the university, including for the Board of Governors, Senate, their committees and councils, and policy-based hiring committees. Reporting only to the University Secretary, this responsibility includes among other things the highly complex annual Senate elections from staff, faculty and student constituencies, populating Senate committees and councils, and the even more complex management of Senate appointments to Board of Governors, staff elections to Board, and populating policy-based hiring committees. Develops, maintains and promulgates electoral rules and guidelines as required, including identifying poor processes and potential solutions. Maintain a thorough knowledge of the University of Waterloo Act, 1972, Board and Senate bylaws, and relevant policies

Executive Administrative Support

- Acts as executive administrative support for the University Secretary, including calendar management, file management, strategic planning for the Secretariat and the units reporting to the US, and representing the US on several university administrative committees. Advises the US on relevant developments in the sector, both provincially and nationally, and acts as the US lead resource on administrative matters internal to the university.

Job Description



Manages most general inquiries from the university community on Senate, Board of Governors and administrative governance. Is the principal assistant for the US on governance inquiry triage when questions cannot be managed in the first instance. In addition, the incumbent drafts agendas, minutes and reports for all committees for which the US is secretary

Liaison with Campus Community

- Is the first point of contact for members of the community coming to the Secretariat, responsible to maintain a basic understanding of more than 100 policies, procedures and guidelines in order to answer general questions, and is the principal assistant for the US on file triage

Required Qualifications

Education

- University degree or equivalent education and experience required

Experience

- Minimum of 5 years directly related experience in university governance and executive support

Knowledge/Skills/Abilities

- Must be an exceptional communicator, both orally and in writing
- Must have a clear focus on relationship management, both internal to the Secretariat and with the group of units reporting to the University Secretary, and must be particularly sensitive to relationship management when dealing with senior administration, external members of the Board of Governors, community representatives and governmental authorities
- Advanced MS Word, Excel and Powerpoint skills
- Intermediate level experience with financial management software required, Unit 4 preferred

Nature and Scope

- **Contacts:** Internally, communicates with senior leaders, staff, faculty, and students to coordinate governance activities and responses to inquiries. Other internal communication is with IST and other units as appropriate to manage information systems, software, furniture purchases, AV needs for the Board and Senate. This position has contact externally with members of the Board of Governors and their assistants, the public, media, legal representatives, government organizations, including the province's Public Appointments Secretariat.
- **Level of Responsibility:** Is the lead administrator in the group of offices reporting to the University Secretary and as such is expected to project confidence and control to others, both inside those offices and outside. Has financial accountability for the office's operating budget under the direction of the US and is responsible for monitoring and managing that budget including all purchases and other expenses made by members of the office. Reconciles budget allocated to the Safety Office and Police Services.
- **Decision-Making Authority:** Is expected to exercise full autonomy when acting within the scope of responsibility. Must be able to fully understand the scope of delegated authority, and be sensitive to relevant boundaries. Must exercise sound judgment, consistently applied while sensitive to multiple variables. Must use tact, judgment and diplomacy in formulating responses to inquiries and be able to apply principles to factual situations. The incumbent uses discretionary authority to provide advice and solutions to queries and problems raised by members of the University community relating to governance, and particularly complex election matters, often with very little lead time.
- **Physical and Sensory Demands:** There are no physical or sensory demands other than those ordinarily occurring in a workplace of intensity and high volume.
- **Working Environment:** Office-based environment, with little physical or other environment-related risk. Occasionally travels on behalf of the US to provincial and national conferences (once or twice annually).