

Job Description

Job Title:	Administrative Assistant to the Chair
Department:	2925-Combinatorics & Optimization
Reports To:	Administrative Manager
Jobs Reporting:	N/A
Salary Grade:	USG 5
Effective Date:	September 1, 2019

Primary Purpose

Reporting to the Administrative Manager this position provides administrative support to the Chair's Office relating to academic recruitment, tenure, promotion and retention processes as well as coordinating the submission of information and documentation required to initiate and conclude various faculty relations processes.

The Administrative Assistant to the Chair is one of the frontline positions liaising between the Chair's Office and i) the Dean's Office, ii) the Secretariat's Office (in particular Visa and Immigration Support Services) iii) international visitors and local communities. The Assistant represents the Chair to all visitors and callers to the office with professional courtesy, poise and warmth; understands and employs appropriate protocol with dignitaries and international guests by phone and in person.

Key Accountabilities

Administrative support to the Chair

- Provides executive assistance to the Chair, including maintaining the Chair's calendar;
- Organizes details for department committees and meetings, maintains meeting agenda and minutes, running election votes, follow-up on relevant business;
- Facilitates the collection of signatures required and prepares correspondence and confidential documents for the Chair's signature as required;
- Provides Administrative Manager up-to-date information on new appointments or any other activity in the Chair's office as they relate to department space, logistics and budget, and identifies and resolves problems.

Faculty Recruitment and Visitors and Immigration

- Responsible for the administrative aspects of the faculty and sessional hiring process;
- Prepares interview invitation letter & schedule for candidates; in coordination with the Administrative Manager arranges for local travel, hotel accommodation, on- and off-campus meals;
- Prepares appointment and rejection (Mathjobs) letters and Labour Market Impact Assessment as necessary
- Prepares visiting and immigration documents for all faculty members, post-doctoral fellows and international visitors;
- Serves as liaison with the local office of Human Resources Development Canada (HRDC) and Canada Immigration (CIC) to process appointments of non-Canadians, and provides both Canadian and non-Canadian faculty members and visitors with information concerning Canadian immigration and employment policies;
- Provides transition support in coordination with the Administrative Manager on details including moving policy, financial and teaching obligations, as they pertain to offer letters

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Academic Appointments (Faculty, Definite-Term and Post-doctoral Fellows)

- Prepares paperwork for faculty, definite term and postdoctoral appointments;
- Coordinates with the Administrative Manager to ensure that all support services are arranged, and provides information on university and academic policies and procedures as required;
- In liaison with the Administrative Manager, prepares cross-appointments, adjunct appointments and administrative appointments;
- Monitors end dates of definite term and probationary term appointments and ensures renewals are processed in a timely manner;
- Coordinates details for incoming visitors, including, but not limited to, office space, computer, telephone, computer accounts, printing access.

Sabbaticals, and confidential records collection and maintenance

- Provides faculty members with sabbatical application materials, deadlines, and reviews sabbatical leave entitlements prior to submission to Department Chair and Dean of Math approval;
- Maintains up-to-date faculty, definite term, postdoctoral, professor emeritus and visitor files;
- Collects annual activity reports and assists with performance review process;
- Prepares statistics for annual reports and merit reviews;
- 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 briefs for the Chair and committee, and submission of document;
- Department file retention.

Other general department administrative duties

- Respond to general departmental inquiries, including the general department email account
- Co-ordinates special events, including but not limited to, Distinguished Speaker Series, retirements, Christmas, picnic, in consultation with internal and external partners;
- Processes P-card transactions and manages petty cash funds; Provides financial reconciliation, to include but not limited to, special events, purchase card transactions, petty cash fund.
- Provides communication support for web updates;
- Maintains departmental lists, including but not limited to, faculty, staff and visitor lists, departmental committees, sabbaticals, sessional appointments, adjuncts, retirements;
- Responsible for allocation of visitor space in the department and oversight of lockbox, including key permit preparation and distribution, computer accounts, computers; holder of master key as required;

**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 diploma or equivalent experience in office administration.

Experience

- Must have at least two of professional experience providing administrative, business process and assistance to a senior leader, preferably in an academic institution;
- Must have demonstrated exceptional ability to manage the calendar of a senior leader with competing demands, changing priorities and complicated international travel and protocol;
- Must have experience in the coordination of events/meetings and briefing materials for a senior leader;

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- Demonstrated ability to work within a high stress environment and operate with confidentiality and judgment, be comfortable in an environment that requires shifts in priorities and be able to work quickly; must be able to work independently and as part of a team;
- Exceptional verbal and written communication ability;
- Sound knowledge of university policies and procedures;
- Experience working in a receptionist or customer service role;
- Demonstrated ability to take the initiative, and accurately complete detailed work;
- Excellent interpersonal and relationship building skills with a demonstrated ability to handle faculty, staff and students from around the world with tact and diplomacy;
- International experience is an asset;
- Occasional evening/weekend work required for events;

Knowledge/Skills/Abilities

- Intermediate ability to use computer applications including word processing (MS Word, Excel, PowerPoint, SharePoint and Outlook), database management, spreadsheets and web page editing; experience with Audio/Video internet applications is an asset (Skype, Hang-in, etc.)
- Ability to compose correspondence;
- Demonstrated professional courtesy and discretion
- ability to handle complex situations as they arise
- ability to maintain confidentiality

Nature and Scope

- **Contacts:** This position requires communication with a wide range of internal contacts including faculty, staff, students, visitors, seminar speakers and external partners, Dean's Office, Secretariat, Legal and Immigration Services.
- **Level of Responsibility:** This position has often works with minimal supervision and works closely with the Department Chair, Administrative Manager 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;
- **Decision-Making Authority:** Decide on task priorities given multiple deadlines and demands on diverse work portfolios that can impact department operation. Ability to make various event related decision in Consultation with the Administrative Manager and Department Chair.
- **Physical and Sensory Demands:** Demands typical of an administrative position within an office environment;
- **Working Environment:** Minimal demands typical of an administrative position within an office environment;