

## Job Description



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<b>Job Title:</b>	Administrative Assistant to the Associate Dean, Research and External Partnerships
<b>Department:</b>	Office of the Dean of Engineering
<b>Reports To:</b>	Associate Dean, Research and External Partnerships
<b>Jobs Reporting:</b>	None
<b>Salary Grade:</b>	USG 7
<b>Effective Date:</b>	September 2020

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### **Primary Purpose**

The Administrative Assistant to the Associate Dean, Research and External Partnerships (ADR) is the front-line liaison for all internal and external contacts to the Engineering Research Office (ERO), and provides primary administrative, financial and secretarial assistance to the ADR. The incumbent also assists the ADR and ERO staff with the research enterprise in the Faculty of Engineering.

### **Key Accountabilities**

- 1. Front-line liaison for all internal and external contacts to ensure continued, successful operation of the ERO, including but not limited to:**
  - Acts as the first point-of-contact for all inquiries from internal and external contacts, the incumbent: i) interprets questions, problems and concerns, ii) provides directions, instructions, and general information, or iii) re-directs clients to appropriate ERO staff as required.
  - Greets guests that are invited to meet with ERO staff and provides hospitality, where appropriate.
  - On behalf of the ADR, liaises with a broad spectrum of on-campus contacts, including the Office of Research, Engineering Department Chairs, Directors and Administrators, and individual researchers, for the purpose of procuring information and delivering faculty-wide communications concerning engineering research programs, opportunities, and deadlines.
  - Acts in an advisory capacity on ERO guidelines, policies, and procedures.
- 2. Administrative support to ensure efficient day-to-day operations of the ERO, including but not limited to:**
  - Handles and routes both incoming and outgoing correspondence, redirects appropriately to the ADR and ERO staff.
  - Manages the ADR's calendar and agenda, assesses, prioritizes, and sets appointments, meetings, and travel plans as required. This includes assessing non-routine and unexpected situations that may/may not require the ADR's immediate attention, and amends their schedule accordingly.
  - Coordinates meetings internal and external to UW on behalf of the ADR and ERO staff. The incumbent circulates the meeting agenda and relevant materials, maintains contact with involved parties, secures meeting rooms, equipment, and parking, and co-ordinates participation of attendees.
  - Prepares memos, correspondence, and meeting notes, disseminates relevant information on behalf of the ADR.
  - Assists with maintenance of the ERO website.
  - Coordinates preparation of nomination packages for internal engineering award competitions, collects all relevant documentation, ensures nominations meet criteria, distributes material to

members of the selection committee, and organizes the printing of certificates in collaboration with the Engineering Events Manager. The incumbent also follows up with successful nominees to help administer their awards.

- Takes minutes and supports the organization of ADR-led meetings such as those planned for the Engineering Research Committee and internal ERO staff meetings.
- Manages office equipment and consumables, including: monitoring the current equipment inventory and scheduling repairs as necessary; re-ordering, expediting and sourcing office supplies; maintaining records of all purchases; and updating ERO account statements.
- Assists with the onboarding of new co-op student employees, ensuring access to equipment, office space, phone and internet connections.
- Handles day-to-day financial transactions and reconciles all ERO financial statements.
- Identifies new faculty members hired within the Faculty of Engineering and arranges up intake meetings with the ADR and other ERO staff as necessary.
- Assists with the onboarding of new ERO staff into their roles with regards to email access, office requirements, making contacts, and any other types of support.

**3. Supports engineering research proposals, including but not limited to:**

- Communicates calls for proposals, internal and agency deadlines, submission procedures to researchers, Department Chairs, Directors and Centres/Institutes on behalf of the ADR and ERO staff.
- In collaboration with the ERO staff, coordinates funding program/proposal development panel discussions and information sessions led by experienced researchers, evaluation committee members, government agency and industry representatives. This includes securing an appropriate room, audio/visual equipment, and panelists/speakers, and posting/distributing presentation material to interested researchers following the event.
- Organizes site visits for major proposals, secures meeting rooms, coordinates catering, arranges parking, circulates the agenda, coordinates with attendees, greets the review committee, and organizes lab tours.

**4. Supports the planning, promotion, and coordination of events that connect engineering researchers with potential industry and government partners and promotes engineering research, including Faculty-wide activities. Coordinates directly with the ERO staff and the Engineering Director of Advancement:**

- Books venues, coordinates with UW Catering , Parking Services, and Plant Operations, to ensure catering, parking and appropriate furnishings/equipment will be available, as well as printing name tags and coordinating with external attendees to ensure all logistical needs are met
- Prepares facilities prior to the event, coordinates the UW Plant Operations to set up tables, audiovisual equipment, and poster boards as needed

**5. Supports the needs of engineering-focused centres and institutes as requested, and within time limitations, with regards to finances,, event planning, and ERO communications:**

- Supports centres/institutes as requested with regards to the processing of financial transactions, reimbursements, reconciliation and reporting.
- Supports event planning when requested by centres/institutes with securing meeting rooms, coordinating catering, securing parking, circulating the agenda, coordinating with attendees, greeting the review committee, and organizing lab tours.

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- Provides assistance to centre/institute directors with the preparation of administrative and promotional documentation (e.g., annual reports, activity summaries, member surveys, renewal submissions, etc.).

*\*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**

- Bachelor's degree in business, communications, or related field. A combination of education and related experience may be considered

#### **Experience**

- Minimum of 5 years experience in a senior administrative support role with focus on client service, event planning, communications, calendar management, special projects, file management. Experience working in an academic setting preferred. Exceptional interpersonal skills are essential, including demonstrated ability to communicate comfortably and professionally with industry, government, faculty researchers, and university administrators
- An ability to think critically, assessing unexpected, non-routine situations and forming a course of action
- Proven ability to handle multiple tasks and shifting priorities to meet non-negotiable deadlines
- Excellent organizational, analytical, and problem-solving abilities
- Experience with the preparation of reports, presentations using statistical data
- Experience with routine financial responsibilities including procurement, reconciliation, and finance best practices and university policies
- Strong attention to detail, ability to work independently, manage competing priorities, take initiative and anticipate future needs, issues and events
- Working knowledge of and a familiarity with the University of Waterloo and collegial processes and policies an asset

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

- Advanced knowledge of Microsoft Outlook, SharePoint, and the Microsoft Office suite, particularly Word, Excel and PowerPoint. Working knowledge of web-design tools and software is an asset. Comfortable with cloud-based setups such as dropbox and remote drives.
- Experience using Concur, Unit4 considered an asset.

### **Nature and Scope**

- **Contacts:** Internal: Exchange or provide information with: Office of the President, Vice-President Research and International, Vice-President University Relations, Dean of Engineering, Associate Deans, Research (or equivalent, all faculties), Director of Advancement, Engineering Director of Planning, Engineering Associate Dean, Graduate Studies, Associate Dean, International, Engineering Research Committee. Obtain, clarify and discuss information with: Engineering Department Chairs and Directors, faculty members, Institute and Centre Directors and Managing Directors. Present, discuss information and problems with: Associate Dean, Research and External Partnerships (Engineering), Engineering Research Office staff, Dean of Engineering Office staff (e.g. Executive Officer, Faculty Financial Officer, Faculty Administrative Officer, etc.), Departmental Administrative staff, and ASU's (Financial, Graphics, Food Services, etc.) External: May be required to connect with

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the following partner organizations to present, discuss information and problems: Other Canadian Universities Corporate Research Partners Government Ministries and Funding Agencies (Federal, Provincial and Local), Corporations, Businesses, and Alumni Hotels and Conference Centres.

- **Level of Responsibility:** The position has defined specialized or routine tasks and receives specific guidance, but operates with minimal supervision.
- **Decision-Making Authority:** The incumbent works independently, setting his/her own work plan to ensure all financial and administrative tasks are completed in a timely manner and according to priorities set by the ADR. Problem solving is a critical skill for this position. Makes routine decisions with respect to most efficient use of ADR's time (i.e. meetings, events, travel) and seeks advice when required.
- **Physical and Sensory Demands:** Minimal demands typical of an administrative position within an office environment
- **Working Environment:** Minimal exposure to disagreeable conditions typical of an administrative position exposed to stress and pressure associated with senior level responsibilities