

Job Description

Job Title:	Executive Assistant to the Dean
Department:	Office of the Dean, Faculty of Mathematics
Reports To:	Administrative Manager
Jobs Reporting:	None
Salary Grade:	USG 7
Effective Date:	October 2020

Primary Purpose

Reporting to the Administrative Manager, the Executive Assistant to the Dean is accountable for providing support and assistance to the Dean. The Executive Assistant must be fully aware of the Dean's schedule and priorities, including travel commitments and speaking engagements, be prepared to make rapid changes to arrangements, and to alert the Dean to potential scheduling conflicts and priorities. The demands placed on the Dean are such that they rely on the Executive Assistant to carry out the duties of this position with little direction or supervision but keeping them constantly informed of the state of affairs. The Executive Assistant must maximize the Dean's time by strategically planning and scheduling their time and ensuring that they are kept on schedule. The Executive Assistant must have the ability to assess unexpected situations that may require the Dean's immediate attention and modify the Dean's schedule as required.

The Executive Assistant to the Dean personifies professional courtesy and absolute discretion when carrying out the duties of this position, handling complex situations as they arise, and maintaining utmost confidentiality of Faculty records and/or discussions. This frontline position is the liaison between the Dean's Office and i) the Senior Administrators – President, Vice-Presidents Offices, etc., ii) the UW Deans and iii) the Department Chairs/Directors in Math and campus-wide iv) international visitors, government offices, and local communities. They represent the Dean to all visitors and employs appropriate protocol with dignitaries and international guests.

Key Accountabilities

Manage Dean's priorities

- Quickly adapt to and learn priorities of the Dean, including the Dean's active projects as well as day-to-day administration required by the Dean.
- Handle complex situations as they arise with speed, and discretion, including need for urgent meetings and changes to detailed arrangements involving numerous other parties; tactfully communicate to other parties when schedules and priorities change.
- Collaborate with the Dean's Office staff and visitors to plan events, ensuring the Dean's role is properly positioned.
- Critically think in an unexpected situation to assess what needs to be completed and prioritize tasks effectively.
- Maintain contact with influential and senior members of the university, media, business, and prospect community, both internally and externally as a front-line representative of the Dean.

Manage Dean's calendar bookings

- Maintain the Dean's calendar, schedule all appointments and meetings for the Dean; proactively manage the calendar to include requirements of the Dean's external activities, including stakeholder relationships and community events.

Job Description



- Maintain a record of the annual cycle of events related to the Dean's administrative position; use this to plan well in advance for activities such as tenure and promotion, attendance at leadership meetings, and the annual performance cycle.
- Organize agendas, minutes and documentation for the Dean's use prior to meetings.
- Arrange pre-meetings to brief the Dean, if required.

Manage Dean's correspondence and follow-up

- Manage and action Dean's primary email account; respond, forward and prioritize email as appropriate.
- Independently manage the Dean's correspondence, when necessary.
- Manage all forms of correspondence to track workflow and action requests that require follow up.
- Manage other communications directed to the Dean (mail and telephone).
- Draft correspondence and other material for the Dean's signature, as required.
- Maintain utmost confidentiality concerning details of the Dean's discussions and correspondence.
- Organize and facilitate mass mailings on behalf of the Dean when appropriate.
- Manage physical and electronic storage according to records retention policies.

Travel arrangements

- Manage and coordinate all travel preparations for the Dean which includes making arrangements for accommodation, transportation, conference registrations, travel visa applications, meeting schedules, etc. and preparing complete itinerary for the travel.
- Collect and maintain information related to the Dean's travel needs and preferences, copies of relevant travel documents and contacts for use on subsequent trip planning.
- Handle complex change situations as they arise, including rerouting travel, changes in accommodations, or last-minute changes in event schedules.
- Prepare and process the Dean's travel and expense claims and allowances in compliance with University Policy and granting agency requirements; remain current on knowledge of all policy requirements.

Administrative Support to the operations of the Dean of Mathematics Office

- Plan, organize, and execute in-person and remote meetings on behalf of the Dean and the Faculty of Mathematics.
- Take meeting minutes and prepare formal meeting notes at the conclusion of meetings, as required.
- Update webpages, Microsoft Teams sites, and SharePoint sites when required.
- Act as the primary contact for scheduling of both room and parking requests on behalf of the Dean of Mathematics Office.
- Use a pcard to make purchase and complete the associated monthly financial reconciliations, in accordance with University policy.
- Provide backup for other Dean's office staff as required.

Required Qualifications

Education

- Completion of a post-secondary degree

Experience

- 5 years of executive level administrative support required.
- Demonstrated experience managing the priorities of a senior leader with competing demands, changing priorities and complicated international travel and protocol.
- Experience interacting with a wide variety of people in many different contexts.
- Experience using independent judgement and handling confidential information.

Job Description



- Knowledge of the University's policies, procedures, and operating requirements

Knowledge/Skills/Abilities

- Excellent communication skills, both verbal and written.
- A high degree of organizational skills, interpersonal acumen, and problem-solving ability is required to provide oversight in balancing multiple priorities and deadlines.
- Demonstrated technical experience in the setup and execution of in-person, remote, or hybrid meetings models, using platforms such as: Microsoft Teams, WebEx, or Zoom.
- Excellent interpersonal and relationship building skills with ability to handle faculty, staff, and students from around the world with tact and diplomacy.
- Experience with international travel and bookings.
- Knowledge and experience working with Concur is an asset.
- Experience interacting with different cultures, nationalities, races, and religions.
- Ability to develop sufficient understanding of various research and teaching areas at the Faculty of Math, and to use this understanding to prioritize and anticipate the Dean's schedules and meetings accordingly.
- Ability to change direction swiftly, manage multiple tasks simultaneously amid several distractions, and be flexible to changing schedules and workload.
- Ability to remain calm in stressful situations.
- Ability to trouble shoot and problem solve independently as well as part of a team.
- Ability to analyze situation and issues in an anticipatory environment.

Nature and Scope

Contacts:

Internal Relationships:

- UW President
- UW Vice Presidents and Provosts
- Deans of other Faculties
- Associate Deans
- Faculty of Math Department Chairs
- Academic departments (Applied Math, Combinatorics & Optimization, Computer Science, Pure Math, Statistics and Actuarial Science) and service units
- Faculty, staff, and students in the Faculty of Math
- Administrative support staff from various executive offices across campus

External Relationships:

- Deans and other executives of other universities and/or institutions in Canada and worldwide
- Guests of the Faculty of Math, including senior scholars, political dignitaries, donors and potential donors to UW
- Presidents and senior executives of corporations and businesses
- Members of the local and national media
- Members of the community at large

Level of Responsibility: This position acts as the first point of contact for the Dean, Faculty of Mathematics. The incumbent requires minimal supervision and is independently responsible for their regular work.

Decision-Making Authority: The position requires good judgement, a high degree of autonomy, initiative, and flexibility. Makes routine decisions for the purchasing of supplies.

Physical and Sensory Demands: Minimal demands typical of an administrative position within an office environment.

Working Environment: Travel – none; Working hours: Regular working hours, occasional evening/weekend work required for example during times of Dean's travel. 35 hours/week; Risks – Physical and psychological - Minimal exposure to disagreeable conditions typical of a client service/office position.