

Job Description

Job Title:	Administrative Assistant
Department:	Dean of Science Office
Reports To:	Faculty Administrative Officer
Jobs Reporting:	None
Salary Grade:	USG 6
Effective Date:	June 2019

Primary Purpose

The Administrative Assistant provides a wide range of administrative support within the Office of the Dean of Science. S/he is the first point of contact for faculty, staff, students and visitors and provides direction and guidance on routine administrative and operational functions in the Faculty of Science. This role serves as Administrative Assistant for Associate Deans as required (e.g., Research, Co-op & Computing). Processing and review of non-faculty appointments, i.e. postdoctoral fellows, research associates, visitors, is a Faculty-wide service provided through this role.

Key Accountabilities

Office Administration and Client Service

- First point of contact for the Dean of Science Office – engages with visitors and requests for information. Assesses requests and provides direction or seeks addition information. Manages all situations with utmost professionalism, confidentiality and discretion.
- In the absence of the Faculty Administrative Officer, facilitates and triages requests for appointments with the Dean.
- Manages bookings for Dean of Science conference rooms including access and key control.
- Issues key permits for Dean of Science Office and maintains records and key control.
- Contact person for Point of Sale (POS) terminal in order to process key deposits/refunds, etc.
- Updates and maintains electronic mail distribution lists and distributes faculty-wide notices as appropriate.
- Maintains records office alarm systems.
- Other duties including, but not limited to: organizes catering for various meetings and events; co-ordinates and executes staff social events; assists personnel with transfer of offices.
- Maintains inventory of office equipment and supplies.
- Provides technical support for photocopiers and printers.
- Prepares shipping requests, surplus declarations and arranges for disposal of confidential material and shredding.
- Prepares specific work requests for Dean of Science Office. These include changes to office signage, locks, maintenance and painting.

Administrative Support to Senior Staff, Dean of Science Office

- Provides secretarial and administrative support for senior staff including Executive Officer and Faculty Financial Officer.
- Facilitates communication and approvals process for hiring under the Work-Placement program.
- Up-dates and confirms records related to teaching credit, teaching activity by unit and additional annual activity records as required.

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- Facilitates hiring of casual staff through Workday and serves as timekeeper. Supports hires for Executive Officer, Science Communications, Science Outreach, and Science and Business.
- Provides administrative support and documentation for special projects initiated by the Dean. For example, support and minutes for task force on Biotechnology and Innovation in Science programs.

Support to Associate Dean(s)

- Serves as primary administrative support for the Assoc. Dean Research. Manages mail lists and scheduling of meetings.
- Provides support at meetings by documenting decisions and action items. Under the direction of the Assoc. Dean Research, conducts follow-up activity.
- Coordinates with the Research Development Officer (Science) with respect to dates for major grant applications. Awareness of timelines used to help facilitate timely submissions to the Office of Research.
- Maintains records of grant submissions and other records as directed by the Assoc. Dean Research.
- Schedules meetings on behalf of the Assoc. Dean Co-op & Computing.
- Reviews and reconciles PD course competitions and identification of students at risk as directed by the Assoc. Dean Co-op.

Support to Graduate Studies

- Manage travel claims and honorarium payments for external examiners.
- Support graduate studies personnel in record keeping and materials for files. Looks after distributing documentation as required.

Web & Communications Support

- Facilitates updates to web content for Dean of Science Office pages. Provides support for content under other central Faculty of Science pages on an ad hoc basis.
- Provides administrative support to Web and Communications Officers 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 education and experience

Experience

- 2 years of experience in a client-facing administrative support role
- Experience in an academic environment preferred
- Event planning experience an asset

Knowledge/Skills/Abilities

- Excellent communication (oral and written); interpersonal, organization and time management skills
- Excellent data entry skills and proven aptitude for attention to detail and accuracy
- Ability to handle sensitive and confidential information with discretion
- Proven ability to manage concurrent project with competing deadlines and priorities
- Ability to work independently and as a team player in a busy environment
- Knowledge of university policies and procedures is preferred
- Intermediate level experience with MS Word, Excel, and PowerPoint required. Experience using SharePoint an asset. Experience with WCMS preferred.

Nature and Scope

- **Contacts:** External visitors, faculty, staff and students. Department heads and their assistants, Plant Operations, Key Control, Office of Research.
- **Level of Responsibility:** The job has specialized work with minimal supervision. Frequently asked to support special projects with specific direction from senior staff. Provides administrative support for essential services including back-up to the Faculty Administrative Officer.
- **Decision-Making Authority:** This position is expected to exercise sound judgement and apply relevant policy and procedures to make independent decisions related to the programs administered; independently answer and resolve routine inquiries and issues; research and propose solutions to complex problems with guidance from manager.
- **Physical and Sensory Demands:** Minimal demands atypical of an administrative position within an office environment.
- **Working Environment:** Regular working hours. Some evening and weekend work may be required.