

## Job Description

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<b>Job Title:</b>	Administrative Assistant, WatCAR
<b>Department:</b>	Waterloo Centre for Automotive Research
<b>Reports To:</b>	Managing Director, WatCAR
<b>Jobs Reporting:</b>	None
<b>Salary Grade:</b>	USG 6
<b>Effective Date:</b>	March 2017

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### **Primary Purpose**

Reporting to the Managing Director, Waterloo Centre for Automotive Research (WatCAR), the Administrative Assistant, WatCAR (AAW) provides secretarial support and assists with the administration, accounts management, scheduling, budgeting and budget modeling of the Centre. The AAW will work with the Executive Director and Managing Director of WatCAR in supporting and implementing research and research programs with industry, non-governmental organizations (NGOs), government and post-secondary institutions. This position is designed to bridge and maintain working relationships across campus, notably with WatCAR faculty members, the Office of Research and Finance. The incumbent will continually develop and maintain a data bank to track contacts at and funding for past, present and potential WatCAR industry partners. Careful management of the finances of WatCAR, its relationship with faculty and staff involved in its research programs, oversight of its other research activities, and liaison with internal and external agencies and partners will ensure its continued, successful operation.

### **Key Accountabilities**

*List the major responsibilities of the job, divided into 3 to 5 broad categories. These should reflect 80 - 90% of "what" the job does not the "how". Insert a category heading and in bullet form below, state specific responsibilities.*

<p><b>Administrative Support</b></p> <ul style="list-style-type: none"> <li>• Liaison for guidelines and policies governing the university</li> <li>• Coordination of promotional activities, including visits to campus from industry and government sponsors, as well as workshops and seminars</li> <li>• Managing, accessing and maintaining WatCAR databases, web content, and other information resources</li> <li>• Assisting with announcements, publicity and public relations</li> <li>• Arranging meetings, seminars and conferences internal/external to UW</li> <li>• Preparing and distributing correspondence and meeting notes</li> <li>• Expediting travel arrangements and preparing itineraries</li> <li>• Maintaining statistics for WatCAR for funding and research</li> </ul>
<p><b>Accounts Management</b></p> <ul style="list-style-type: none"> <li>• Track and summarize all financial expenditures against budget</li> <li>• Maintain existing database of industry and government contacts</li> <li>• Oversee external account activity including association memberships, trade show activity, speaking and presentation requests</li> </ul>
<p><b>Grant Application Support</b></p> <ul style="list-style-type: none"> <li>• Coordinating grant submissions such as: NSERC Discovery Grants, Strategic Grants, IRC's, CRD's, CFI, ORF, OCE with the appropriate review committees</li> <li>• Aiding in the preparation of grants and in meeting grant submission dates</li> </ul>
<p><b>Scheduling</b></p> <ul style="list-style-type: none"> <li>• Track and manage project work flow in assigned labs and workspaces</li> <li>• Managing use booking, administration and maintenance of fleet of research vehicles</li> <li>• Lead bookings and liaison for UW with the Region of Waterloo training facility</li> <li>• Coordinating grant submissions such as: NSERC Discovery Grants, Strategic Grants, IRC's, CRD's, CFI,</li> </ul>

## **Required Qualifications**

*If hiring today, what would be the required education, experience, knowledge, skills and abilities?*

<b>Education</b> <ul style="list-style-type: none"><li>• College Diploma or equivalent combination of education and work experience</li></ul>
<b>Experience</b> <ul style="list-style-type: none"><li>• Minimum 5 years of work experience in office administration, academic environment preferred</li><li>• Customer service expertise</li></ul>
<b>Knowledge/Skills/Abilities</b> <ul style="list-style-type: none"><li>• MS-Outlook suite, Financial management systems (FORE preferred), Database management (Salesforce preferred), Photo editing and tracking, Writing and editing of text with a promotional element</li></ul>

## **Nature and Scope**

- **Contacts:** Internal relationships include: WatCAR Management team, WatCAR faculty members, Office of Research, as well as all faculties and many other departments across campus. External relationships include: industry partners, WatCAR advisory board, other universities and colleges, government departments, ministries and agencies (federal, provincial, and municipal), corporations and businesses, catering providers.
- **Level of Responsibility:** The position has no direct supervision of others.
- **Decision-Making Authority:** Makes independent decisions regarding, but not limited to: interpreting problems and concerns from academic departments for subsequent action; managing administrative and research databases; maintaining records system for WatCAR funding, outreach and research programs; arranging meetings, seminars and conferences internal/external to UW; preparing and distributing correspondence and meeting notes, as well as expediting travel arrangements and preparing itineraries.
- **Physical and Sensory Demands:** Those typical of an office environment, including significant exposure to seated, visual computer work.
- **Working Environment:** Office based.