

Job Description

Job Title:	Administrative Assistant, Sedra Student Design Centre and NSERC Chair IDEAs
Department:	Sedra Student Design Centre / Engineering IDEAs Clinic
Reports To:	Reports jointly to the Director, Sedra Student Design Centre and the NSERC Chair, IDEAs
Jobs Reporting:	None
Salary Grade:	USG 5
Effective Date:	September 13, 2016

Primary Purpose

The Administrative Assistant reports jointly to the Director of the Sedra Student Design Centre (DSDC) and the NSERC Chair, IDEAs (NCI). The Administrative Assistant will provide administrative support, financial and secretarial assistance, and support for a variety of initiatives for both the Sedra Student Design Centre and the Engineering IDEAs Clinic. The Sedra Student Design Centre is a Faculty of Engineering department that supports the activities of the Engineering-based student teams. The Engineering IDEAs Clinic develops and implements hands-on, practical learning experiences in the curriculum of undergraduate Engineering courses. Although timing will be flexible based on deliverables and deadlines, it is expected that ½ of the time will be spent working for one organization and ½ of the time for the other.

Key Accountabilities

Provides administrative support to the DSDC and the NCI

- Provide a high level of administrative support to the NCI, including managing appointments, scheduling meetings, and preparing and distributing meeting notes
- Provides financial support for the NCI, including authorizing expenditures, processing expense and travel claim forms, and performing monthly account reconciliations.
- Maintains and updates website, SharePoint, and other electronic communications for both organizations
- Maintains term-by-term records pertaining to safety training and workplace inspections for the DSDC

Provides reception support and information to stakeholders and visitors

- Acts as first point of contact, providing information by phone, email and in-person to students, faculty and others
- Coordinates meetings and tours, including room bookings, equipment, parking and communicating with attendees
- Coordinate meetings for the DSDC with student teams for information sharing, review of safety procedures, work place inspections, etc.
- Provide guidance for the SDC student teams to access resources, such as booking rooms, equipment, computing resources, etc.
- Provide guidance to faculty, students to access Engineering Clinic resources, including booking spaces, equipment and resources, etc.

Supports the planning, promotion and coordination of events

- Coordinate with on-campus units (Food Services, Parking, Plant Operations) and off-campus organizations to ensure that all logistical needs are met

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- Assist with event promotion, setup and registration, and clean up
- Provide scheduling and event management assistance for the FIRST LEGO and FIRST Robotics competitions, Electric Vehicle Challenge, and other similar events
- Schedule and assist with open house displays, tours, and other similar events hosted by on-campus groups

Management of Physical Resources

- Assist with the purchase of equipment, office supplies, and maintenance products from on-campus partners and off-campus suppliers
- Collect and process driver applications, arrange for driver training, maintain student team vehicle schedule, and provide keys to access vehicles for the DSDC.
- Maintain term-by-term schedules for student access to meeting rooms, lockers and other storage areas for the DSDC.
- Create and maintain a schedule, book times, locations and activities for Engineering Clinic spaces as they become available (NCDE)

Required Qualifications

Education

- High school diploma required; postsecondary education or equivalent job experience preferred

Experience

- 2 - 3 years of experience in a customer service position dealing with a variety of customers.
- Experience in an academic environment preferred.
- Experience with financial procedures, including authorizing expenditures, processing expense and travel claim forms, and performing monthly account reconciliations.
- 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 projects with competing deadlines and priorities.
- Ability to work independently and as a team member in a busy environment.
- Intermediate skills in Microsoft Office suite
- Other skills include: CMS web maintenance, SharePoint, Concur, FORE, CentreSuite

Nature and Scope

- **Contacts:** Obtain, clarify, and discuss information to internal contacts, including students, staff and faculty. Exchange or provide simple information to external contact, including suppliers, customers, visitors and members of the general public.
- **Level of Responsibility:** The job has defined specialized or routine tasks and receives specific guidance
- **Decision-Making Authority:** Problems and decisions typically faced by this position fall within established procedures. A supervisor is consulted in all cases of conflict.
- **Physical and Sensory Demands:** Physical demands include extensive sitting, repetitive hand/finger movements (computer use), and confinement to a work station. Sensory demands include dealing with distractions in the environment (point of contact). Based on the demands, the job requires exertion of physical or sensory effort resulting in moderate fatigue, minimal strain or risk of injury.
- **Working Environment:** Office Based