

Job Description

| | |
|------------------------|--------------------------|
| Job Title: | Administrative Assistant |
| Department: | Library |
| Reports To: | Office Administrator |
| Jobs Reporting: | None |
| Salary Grade: | USG 5 |
| Effective Date: | November 2017 |

Primary Purpose

The Administrative Assistant, Library Office is accountable to the Office Administrator and is responsible for providing support to library administration, and other library groups as required. The incumbent is also the Administrative Assistant for the Tri-University Group of Libraries (TUG) Executive Committee. The Administrative Assistant works with the Office Administrator to ensure the work of the Library Office is supported efficiently and effectively. The key areas of responsibility include administrative, technical and web support. This position is 20 hours per week.

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.

Administrative support to the Library Office:

- Coordinates professional advancement, probationary review and study leave meetings for the University Librarian
- Assists the Office Administrator with statistics; surveys; and financial reporting
- Updates and maintains several databases including staff attendance and employee databases
- Coordinates staff appreciation activities, and occasionally staff training or information sessions
- Provides secretarial and administrative support for other library groups and may be asked to assist with routine and ad hoc projects as needed
- Coordinates preparations for meetings, conferences and colloquia offered by organizations when the University of Waterloo is acting as host site
- Identifies potentially urgent or problematic matters and refers them appropriately

Administrative support to the Tri-University Group of Libraries (TUG) Executive Committee:

- Prepares agenda materials for meetings
- Attends meetings of the group held at University of Waterloo (UW), Wilfrid Laurier University (WLU) and University of Guelph (UG) and records key elements of the discussion
- Keeps track of any follow-up action required
- Provides statistical information, as requested
- Coordinates other TUG associated meetings, workshops and events, and handles TUG related travel arrangements

Technical and web support:

- Updates the library staff web site and provides technical assistance as needed
- Serves as a Library Office resource person for software applications

Job Description



Required Qualifications

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

| |
|---|
| Education <ul style="list-style-type: none">• Some post-secondary education and/or equivalent experience |
| Experience <ul style="list-style-type: none">• Experience in an office environment providing confidential administrative support• Demonstrated organizational abilities with a high attention to detail• Experience preparing agendas and taking minutes an asset• Experience with website maintenance an asset |
| Knowledge/Skills/Abilities <ul style="list-style-type: none">• The ability to manage multiple priorities concurrently and accurately• Strong judgement and time management skills• Well-developed interpersonal and communication skills, both oral and written• Proficiency with Microsoft Office including Outlook, Word, Excel and Power Point.• Knowledge of SharePoint and website management software an asset |

Nature and Scope

- **Contacts:** External contacts: visitors, suppliers, donors, students and Tri-University Group staff. Internal contacts: library and campus staff/faculty.
- **Level of Responsibility:** This position had defined duties and responsibilities and receives guidance from the Office Administrator, but should perform duties with relative independence and exercise strong judgement. This position has no direct supervision of others
- **Decision-Making Authority:** The incumbent is able to identify when others in Library Office need to be informed of issues and knows when to refer matters as appropriate. Responsible for decision making and problem solving within the scope of the position, seeking guidance when needed.
- **Physical and Sensory Demands:** Demands typical of an administrative position operating within a client-focused open office environment. Extensive periods of sitting. Requires close attention to detail, thoroughness and accuracy.
- **Working Environment:** Minimal exposure to disagreeable working conditions typical of working in an office environment.