

## Job Description

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<b>Job Title:</b>	Administrative Assistant
<b>Department:</b>	Centre for the Advancement of Trenchless Technologies (CATT)
<b>Reports To:</b>	Associate Director, Programs and Operations
<b>Jobs Reporting:</b>	None
<b>Salary Grade:</b>	USG 5
<b>Effective Date:</b>	August 2019

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### **Primary Purpose**

The Administrative Assistant is accountable to the Associate Director (Programs and Operations) and Executive Director for the day-to-day operations and management. Other responsibilities include: liaising with the Executive and Technical Directors, Board of Directors, members and committee Chairs, coordinating workshops and conferences, and operation and administration of the Centre according to its mission statement and objectives.

### **Key Accountabilities**

#### **Provide Support to Associate Director (Programs and Operations) and Executive Director**

- Ensures that the Directors are up-to-date on CATT's day to day activities and that the applicable policies are implemented.
- Provides updates on the membership status of member organizations; assist in the preparation of reports and other documents.
- Assists with the hiring, training, and supervision of students each term.

#### **Provide Support to Board of Directors and Committee Chairs**

- Liaises with the Board members to ensure that deadlines are met and Centre's objectives are communicated and associated tasks assigned to the appropriate parties/committees. Responsibilities include maintaining records related to CATT, disseminating information on Centre's activities through website, social media, emails, etc., initiating meetings, assisting in the preparation of meeting minutes and reports.
- Acts as liaison between Board members and Directors to ensure Centre's policies are properly followed.

#### **Workshop and Conference Support**

Works with the Seminar and Conference Committees:

- Organizes meetings, takes notes and ensures action items are carried out in a timely and satisfactory manner
- Assists the Associate Director with arranging and organizing conferences, workshops, seminars, and other events (on and off-site) sometimes in conjunction with other industry organizations
- Helps with planning and organizing events
  - Sets up events in event management system and handles registrations
  - Ensures speakers and attendees have information required
  - Assists with searching and contacting speakers
  - Assists with room and/or venue bookings, makes catering, lodging and travel arrangements as needed
  - Advertises and communicates information to the target market through various channels (email, social media, print, etc.)
  - Monitors expenses and budget for events

## Job Description



- Prepares reports

### **Office Administration**

- Responds to queries for information regarding CATT's programs, activities and resources, membership, etc.
- Generates invoices, collects and processes payments for events and services through the Accounts Receivable and Accounts Payable system.
- Sets up research contracts with the Office of Research and ensures related documentation is completed
- Responsible for general office administration, including maintaining confidential files, and updating membership database.
- Maintains CATT's website and ensure all required updates are completed promptly.
- Keeps petty cash, maintains office inventory, and purchases office supplies.
- Completes travel settlement claims.
- Performs other administrative tasks as assigned by the Associate and Executive Directors and as needed by the Board of Directors and Committees.

### **Required Qualifications**

#### **Education**

- University degree or college diploma in office or business administration or related field

#### **Experience**

- 2+ years experience preferably working in an academic environment
- Experience with event coordination
- Experience working with Board of Directors

#### **Knowledge/Skills/Abilities**

- Intermediate to advanced level of experience using the following tools:
  - Microsoft Office productivity tools
  - Adobe Acrobat
  - Web content management system (e.g., WordPress)
  - Social media (e.g., LinkedIn)
  - Event management system including e-commerce system for creating events (workshops and conferences) handling programs and registrations
  - Web analytics
- Excellent written and verbal communication skills
- Knowledge and experience with financial and HR systems
- Sound judgement, organizational, and problem solving skills

### **Nature and Scope**

- **Contacts:** Internally, the incumbent will work with the Associate and Executive Directors, the Chair of the Board of Directors and Chairs of various CATT committees, and with University Finance and Office of Research and other departments. Externally, the incumbent will interact with the public, attendees of workshops and conferences and other organizations (e.g., CATT member organizations, industry associations, academic institutes, etc.).
- **Level of Responsibility:** The incumbent will be responsible to hire students in consultation with the Associate Director and guide and assist the students.
- **Decision-Making Authority:** Make day-to-day decisions in consultation with the Associate and Executive Directors.

## Job Description

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- **Physical and Sensory Demands:** The incumbent will be required to travel for in-person meetings, workshops and conferences. This will include carrying course materials and equipment to the venue. There will be some lifting (course notes, AV equipment, etc.) from time to time. This position requires knowledge of the university's structure, policies and procedures; flexibility and ability to cope with changing workload and deadlines, and willingness to learn new skills to meet the evolving needs of the workplace.
- **Working Environment:** The incumbent will often work independently in the office. The work is varied and subject to deadline pressures. Thus, the incumbent must have the ability to prioritize activities and excellent time management skills.