

Job Description

Job Title:	Assistant to the Dean
Department:	Faculty of Health
Reports To:	Administrator, Faculty Relations and Appointments
Jobs Reporting:	Dean's Office Assistant
Salary Grade:	USG 7
Effective Date:	May 2021

Primary Purpose

This position is responsible for supporting the Dean, processing research and grant applications and related legal documents, acting as secretary to the Dean's Advisory Committee on Health and Well-being and coordinating multiple administrative needs of the Faculty.

Key Accountabilities

ADMINISTRATIVE ASSISTANCE TO THE DEAN

- Manages the Dean's schedule and maintains the Dean's calendar by prioritizing requested appointments and responding in a logical and timely way, while coordinating with the Dean
- Works closely with the Dean to ensure the Dean is fully briefed and prepared in advance of all internal and external appointments, meetings and calls and is aware of priority matters
- Organizes and prepares paperwork requiring the Dean's signature and ensures it is accurate, complete, and has been reviewed by relevant members of the Dean's office management team beforehand
- Maintains the Dean's files and utmost confidentiality concerning details of the Dean's discussions and correspondence
- Screens and prioritizes correspondence on behalf of the Dean
- Drafts speaking notes, emails and letters of support; proofreads and composes other written materials as requested
- Fields inquiries to the Dean's Office and handles complex situations as they arise with speed and discretion, including changes in the Dean's travel and other schedules, the need for urgent meetings and changes to detailed arrangements involving numerous others
- Acts as front-line representative of the Dean with influential and senior members of the university, business and prospect community and media, from UW and externally; greets visitors to the office and callers with professional courtesy, poise and warmth; understands and employs appropriate protocol with dignitaries and international guests
- Collaborates with the Dean's Office Staff, UW personnel and visitors to effectively plan and implement events, ensuring that the Dean's role is appropriately positioned
- Updates the curriculum vitae and coordinates updates to the Dean's web profile and personal web page
- Tracks for the Dean committee memberships, events attended, and training received relevant to Dean's role
- Coordinates schedules with Administrator, Faculty Relations and Appointments and Executive Officer to ensure the Dean's calendar includes sufficient preparatory time for duties such as tenure and promotion, merit and annual budgeting
- Tracks and assists Dean with meeting deadlines

- Coordinates with Dean's research manager to ensure appropriate scheduling on both sides
- Coaches new staff regarding dean's routines, Dean's availability and processes
- Schedules and ensures minutes are taken for Dean's Office Updates which are hosted by the Dean
- Maintains Dean's orientation manual and updates it annually.

RESEARCH AND CONTRACT ADMINISTRATION

- Oversees the acquisition of the required information and signatures for research grant applications, contracts and agreements for the Faculty
- Liaises regularly with the Office of Research on behalf of researchers/faculty members and the Dean
- Monitors compliance, tracks agreements and prepares and keeps current materials to orient new faculty members and updates departmental administrative officers to ensure they are following university procedures for research proposals
- Coordinates and acts as point of contact in the Faculty for automated on-line Office of Research cover sheet process
- In accordance with WCMS guidelines, creates and updates content regarding procedures on Faculty of Health research web page in collaboration with the Associate Dean Research and Executive Officer
- Ensures legal agreements for academic support units related to student practicum placements are reviewed by the Secretariat prior to obtaining the Dean's signature
- Liaises with Secretariat as required with regards to contracts and agreements
- Works closely with the Executive Officer to ensure that Faculty complies when executing contracts and agreements with external parties

SECRETARY TO THE DEAN'S ADVISORY COMMITTEE ON HEALTH AND WELL-BEING

- Provides administrative support to the Advisory Chair and committee as a whole
- Drafts agendas and meeting minutes for Chair approval and circulates them to membership
- Books meetings and coordinates guests
- Administers Student Led Initiative Committee (SLIC) funding for graduate students each term, including scheduling SLIC meetings, issuing a call each term to graduate students, accepting and acknowledging submissions, distributing them to SLIC members for vetting, communicating results to applicants, Advisory members and the Dean; writing, revising and designing materials related to this initiative as needed; requesting and storing student final reports; and consulting with the Advisory Chair, the Faculty Finance Officer, the Executive Officer, and others when needed
- Schedules and attends update meeting each term between the Advisory Chair and the Dean
- Keeps the Dean abreast of information / initiatives that impact her role; liaises when Advisory has recommendations for the Dean
- Manages committee membership from the three academic units, including faculty, staff, graduate and undergraduate students, and on-going and invited guests. Welcomes new members and acknowledges leaving members; updates membership information on all platforms including Dean's Advisory Committee on Health and Well-being web page; Microsoft Teams; Outlook calendar group list and LEARN
- Updates and stores administrative items on LEARN and the shared drive including Terms of Reference, current membership list; tracking of membership dates and other related committee work; agendas and minutes; initiatives and events files; products and Advisory Committee reports
- Updates Advisory web page with any new other information as needed

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- Maintains Outlook web access account to send / receive emails from the Advisory email account and monitors this mailbox with the Advisory chair and answers as appropriate
- Works with the Advisory Chair on forecasting the budget for the next fiscal year and after appropriate review, seeks the Dean's approval.

FACULTY OFFICE ADMINISTRATION

- Administers the Faculty of Health allocation of the NSERC-Undergraduate Student Research Awards (USRA), by coordinating with the academic units, the Associate Dean Research, and the Office of Research administrator
- In the Dean's Office, recommends and encourages process improvements to enhance the efficiency and streamline procedures; organizes, maintains and recommends updates to virtual and physical filing system for the Faculty
- Writes Faculty of Health guidelines as required
- Point of contact in the absence of Administrator, Faculty Relations and Appointments; Executive Officer and Dean's Office Assistant
- Supervises and manages the Dean's Office Assistant on various tasks performed as part of the daily routines
- Responsible for recruitment, conducting performance reviews, coaching and mentoring of Dean's Office Assistant
- Oversees all room bookings, procedures and equipment, making sure that the system remains efficient, and works with faculty and staff on specific projects to ensure that space requirements are met for all parties

**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

- Bachelor's degree required

Experience

- 5 years of executive level administrative support required
- Demonstrated experience managing the priorities of a senior leader with competing demands, changing priorities and complicated international travel and protocol
- Demonstrated experience coordinating events/meetings and briefing materials for a senior leader
- Experience using independent judgement and handling confidential information
- Knowledge of the University's policies, procedures, and operating requirements
- Experience in interpreting University of Waterloo policies, procedures and operating requirements

Knowledge/Skills/Abilities

- High understanding of confidentiality and the importance of data integrity
- Excellent oral and written communication skills
- Demonstrated initiative, sound judgment, tact and diplomacy
- Able to work both collaboratively as well as with little to no supervision to undertake a wide range of administrative duties
- Proven ability to balance conflicting demands and prioritize tasks effectively
- Ability to deal with ambiguity and handle stressful and difficult situations with composure

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- Strong ability to balance workload under short deadlines and changing priorities in a fast-paced environment
- Proficient in Microsoft Office suite of software

Nature and Scope

- **Contacts:** Internally, within the scope of the duties, the incumbent will present and discuss information and problems with the Dean; Health Executive and Finance Officers; Associate Deans and other members of the Dean's Office; Department Chairs/ Director and Departmental Staff; Secretariat; Office of Research; Provost, President's and other Executive Council member's offices; Finance Department and Human Resources Department. Externally, within the scope of the duties of the position will present, discuss information and negotiate with representatives from other universities and other institutions in Canada and worldwide; guests of the Faculty of Health, including senior scholars, political dignitaries, donors and potential donors to UW; presidents and senior executives of corporations and businesses; members of the local and national media; members of the community at large.
- **Level of Responsibility:** This position has responsibility and accountability for serving as the first point of contact for the Dean, Faculty of Health. Minimal supervision, independently responsible for regular work and various special projects for the faculty. Demands good judgment, high degree of autonomy, initiative and flexibility.
- **Decision-Making Authority:** The incumbent works independently setting their own work plan to ensure that all projects are completed in a timely manner and according to priorities set by the Dean and Executive Officer.
- **Physical and Sensory Demands:** Minimal physical demands; moderate sensory demands.
- **Working Environment:** Occasional evening and weekend work may be required. Frequent need to give close attention to various stimuli such as written material and information being communicated verbally.