

Job Description

Job Title:	Administrative Assistant to the Chair
Department:	Mechanical and Mechatronics Engineering
Reports To:	Administrative Officer
Jobs Reporting:	Department Assistant
Salary Grade:	USG 7
Effective Date:	June 2017

Primary Purpose

The Administrative Assistant to the Chair is responsible for providing executive level support to the Chair of the Department of Mechanical and Mechatronics Engineering and for providing superior level administrative support to the Department of Mechanical and Mechatronics Engineering.

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.

Executive Assistance to the Chair

- Provides executive assistance to the Chair and carries out all duties as assigned to meet the teaching, outreach and research goals and objectives of the Department. Is required to schedule appointments, arrange meetings, draft correspondence and prepare confidential documents on behalf of the Chair. The incumbent is also responsible for keeping the Chair apprised of any departmental matters that require his or her immediate attention.
- Coordinates tenure and promotion proceedings as outlined in UW Policy 77 - Tenure and Promotion of Faculty Members - and in guidelines established by the Dean of Engineering Office in consultation with the Chair. The incumbent assists in identifying candidates, assists with establishing a Department Tenure and Promotion Committee, provides assistance in the preparation of briefs, reviews same for accuracy and completeness, arranges meetings and coordinates the final submission to the Dean of Engineering Office.
- Coordinates merit proceedings in consultation with the Chair. The Administrative Assistant to the Chair is responsible for establishing Departmental timelines for proceedings in conjunction with those set forth by the Dean of Engineering Office. Specific duties include collecting year-end reports from faculty members, compiling data related to research grants, publications, teaching and service activities from same, preparing summary forms, and arranging meetings. The incumbent is responsible for preparing spreadsheets of final merit ratings, and preparing letters of evaluation for all faculty members in the Department.
- Works closely with the Chair in the recruitment of new faculty hires as outlined in UW Policy 76: Faculty Appointments. The incumbent is responsible for coordinating applications for new and vacant faculty positions, liaising with the Offices of the Vice President, Academic and Provost and Dean of Engineering regarding advertising, preparing acknowledgement and refusal letters, scheduling visits, arranging meetings of the Appointments Committee and assisting the Chair in the preparation of UARC documentation.
- Handles and prepares all part-time and definite term appointments for postdoctoral fellows, visiting scholars, research associates and research professors. The Department has a significant amount of research funding and, therefore, generates a large number of appointments. This process includes working with the faculty members and visitors to prepare appointment forms for submission to the Dean of Engineering Office, working with the Deputy Chair to determine space requirements, checking academic qualifications, processing Labour Market Opinions (LMO) for foreign workers and providing information on benefits and other related university procedures.
- Works closely with the Deputy Chair on the safety of laboratories and common areas (training, policy updates, inspections, records, compliance, etc.) for staff, faculty, students and visitors. Identifies agenda items, arranges meetings and serves as a member of the Safety Group and Safety Committee. Identifies and

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advises the Department as needed of issues or concerns. Incumbent is responsible for updating the departmental safety manual and distributes to all new members of the Department.

- Provides faculty members with information on sabbatical application deadlines; reviews and ensures Request for Leave of Absence applications are complete prior to submitting to the Chair and Dean of Engineering Office for approval.
- Compiles statistical information on behalf of the Department Chair for use in the preparation of accreditation briefs, annual reports, planning documents, etc. The incumbent is responsible for providing secretarial and administrative support for special projects and assists in the preparation and submission of same. This position provides direction to other administrative staff contributing to the preparation of accreditation and planning documents. The Administrative Assistant to the Chair maintains the permanent record for the Department.
- Notifies faculty members of timelines for research grant applications. Specific duties include reviewing the research cover page for accuracy and completeness, identifying any anomalies and bringing to the attention of the Department Chair. The incumbent is responsible for obtaining necessary signatures prior to submission and forwards completed applications to the Engineering Research Office in a timely manner to meet deadlines. The Administrative Assistant to the Chair is also responsible for coordinating the NSERC application process and site visits for the Department.
- Attends all academic and department meetings and records minutes from same. Incumbent acts as a resource to the Department on administrative matters as required, identifies agenda items, follows up on deferred items and action items, distributes minutes and maintains the permanent record for the Department.
- Maintains confidential faculty files pertaining to tenure, promotion, merit and discipline cases.
- Maintains a set of current course outlines as per the schedule of classes for all undergraduate and graduate courses in the Department. compiles data and maintains spreadsheets to monitor faculty administrative tasks, committee memberships, postdoctoral fellow, research associate and visitor appointments, cross appointments, adjunct appointments, etc.

Financial Responsibilities

- Coordinates the annual submission of professional expense reimbursement claims on behalf of faculty members in the Department. Incumbent must be knowledgeable of financial policies and procedures to ensure reimbursements are processed in a timely manner and within the policies and procedures as set forth by the University.
- Is responsible for handling all aspects of key assignment and allocation for administrative, teaching and research space within the Department including the collection of deposits for keys. Specific duties include identifying and assigning appropriate key codes and locking mechanisms; key code changes; maintaining spreadsheets, issuing permits for faculty, staff, undergraduate students, sessionals, adjunct professors, post-doctoral fellows, visiting scholars, research associates and research professors; coordinating extensions; following up on expired permits and returned keys. The incumbent is also responsible for providing year-end data to Finance with respect to deposits. Has signing authority on general department operating accounts such as postage, keys, supplies and printing. Incumbent directs the administrative staff on routine purchases and signs as required in the absence of the Administrative Officer.
- Is responsible for coordinating bookings and subsequent financial transactions and purchases associated with operating ES Live rooms. The incumbent is responsible for handling bookings, coordinating technical requirements, ensuring users are aware of locking and room layout requirements. The Administrative Assistant to the Chair handles related charges for usage including invoices, budget transfers, etc. in consultation with the Administrative Officer.

Human Resources

- Jointly supervises the Department Assistant with the Administrative Officer. The incumbent is responsible for managing day-to-day workload, handling and recording requests for vacation, appointments, etc. In addition, the Administrative Assistant to the Chair provides feedback to the Administrative Officer with respect to performance for annual staff appraisal process.
- Provides functional supervision to all administrative staff in the absence of the Administrative Officer. Incumbent must be aware of the primary job function for all administrative staff positions within the Department and manages workload to ensure the Department operates seamlessly. The incumbent supports

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the Department with respect to routine duties in the absence of the Administrative Officer and must be knowledgeable of the responsibilities of the position.

General Administrative Support

- Provides routine clerical support in the absence of the Department Assistant. Specific duties include photocopying, room bookings, mail, and printing.
- All other duties as assigned by the Chair and/or Administrative Officer.

Required Qualifications

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

Education

- College diploma in related field or equivalent education and experience.

Experience

- Minimum 5 years' experience in administrative roles with increasing levels of responsibility.
- Success with supervising or managing people.
- Demonstrated high level of organization and ability to manage high volumes of activity and change.
- Demonstrated ability to maintain confidentiality and support the needs of a senior management team.
- Experience tracking expenditures against a budget.
- Excellent written and verbal communications. Skilled in plain language writing.

Knowledge/Skills/Abilities

- Intermediate ability using MS Office
- Experience with SharePoint an asset

Nature and Scope

- **Contacts:** Interacts regularly with staff and faculty in the department, staff in academic support units and senior managers in other departments to discuss information and resolve problems.
- **Level of Responsibility:** The job has department-wide impact, specialized work with minimal supervision, and direct reports.
- **Decision-Making Authority:** Makes independent decisions about department finances and human resources within defined policies.
- **Physical and Sensory Demands:** Minimal demands typical of an administrative position within an office environment.
- **Working Environment:** There may be multiple and/or tight deadlines beyond one's control, and constant interruptions (e.g. phone calls, e-mails and unplanned but urgent support requests, varying volume). Some evening and weekend work may be required to support department events.