

Job Description

Job Title:	Administrative Assistant
Department:	University Relations
Reports To:	Executive Officer
Jobs Reporting:	None
Salary Grade:	USG 6
Effective Date:	November 2018

Primary Purpose

This position is responsible for the development and organization of administrative systems to support all departments under University Relations. These departments include Office of the Vice-President (VPUR), Marketing & Strategic Initiatives (MSI), University Communications (UC), Government Relations (GR), and Community Relations and Events (CRE).

The Administrative Assistant provides executive administrative support to the University Relations senior leadership team. This role, at times, may also provide support to the Vice-President.

Key Accountabilities

Administrative

- Manages the scheduling of meetings for the senior leadership team (AVP Communications, AVP Government Relations, AVP Marketing & Strategic Initiatives and the Senior Director, Community Relations and Events). It is essential to be mindful of the senior leadership team calendars, to be aware of any issues or upcoming meetings, and to ensure the information flow complements the respective schedules. Facilitation of these meetings may include booking facilities, preparation and/or distribution of meeting materials, catering requests, parking requests, etc.
- Provides executive level administrative support to the senior leadership team, which can include preparation of confidential materials.
- Responsible for the successful operation of the central University Relations reception area that includes the following departments: Marketing & Strategic Initiatives, University Communications, Government Relations, Community Relations & Events and Creative Services. This includes greeting visitors, answering questions, providing directions, etc.
- Receives and distributes mail to a central mailbox location for individual employees.
- Acts as the meeting room bookings coordinator for all University Relations conference rooms.
- Manages and coordinates travel preparations for the senior leadership team, which can include transportation, accommodation, conference registration, etc.
- Responsible for office supplies, which includes purchasing and distributing supplies, ensuring supplies inventory is adequate for the department, organization and maintenance of the supply room.
- Assists with the coordination of office equipment maintenance and purchases.

Financial

- As holder of a departmental purchasing card, the incumbent will purchase required products as requested and will ensure all invoices, tracking of purchases and monthly statement reconciliation is completed following established University and/or University Relations guidelines, procedures and

Job Description



<p>processing requirements. The cardholder also ensures correct department, account and tax codes are applied to purchasing card invoices/receipts.</p> <ul style="list-style-type: none">• Completes travel expense submissions using Concur (University's online expense claim system) for the senior leadership team. The incumbent will ensure all University and/or University Relations guidelines, procedures and processing requirements are followed.• Monitors and manages all non-salary financial expenditures for VPUR, UC, GR, CRE, and MSI using established University and/or University Relations guidelines, procedures and processing requirements which includes:<ul style="list-style-type: none">○ Prepares and processes paperwork required for payments to vendors, payments and transactions through the UW financial system;○ Reviews and reconciles non-salary financial expenditures using the University's financial online reporting environment (Unit4), reporting irregularities/errors to the Executive Officer or Financial Officer as required; and○ Creation, retention and archiving of records.
<p>Records Management</p> <ul style="list-style-type: none">• Assists with maintaining contact records for key stakeholders for Government Relations and Community Relations and Events.
<p>Health and Safety</p> <ul style="list-style-type: none">• Assists the Executive Officer by acting as a health and safety resource person to ensure the effective, efficient and comprehensive delivery of assigned health, safety and environment program services to support the University's goals and to ensure University Relations complies with all health and safety regulations.
<p>Other Duties</p> <ul style="list-style-type: none">• Manages the efficient operation of University Relations' kitchen, which includes maintaining a schedule of assigned staff clean-up weeks, ordering of beverages and general equipment upkeep.• Performs other duties of a comparable level/type as assigned.

**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

<p>Education</p> <ul style="list-style-type: none">• University degree or equivalent education and experience.
<p>Experience</p> <ul style="list-style-type: none">• At least 4 years of experience in an office work environment that includes providing senior executive level support to multiple individuals.• Previous experience in a financial role would be a definite asset.
<p>Knowledge/Skills/Abilities</p> <ul style="list-style-type: none">• Excellent listening skills and the ability to communicate clearly both verbally and in writing are mandatory.• Extensive administrative experience with a demonstrated ability to manage multiple tasks, meet deadlines, and excel in a fast-paced environment with changing priorities. Must have strong planning and organizational skills, exceptional time-management and demonstrated meticulous attention to detail.• Must be results-oriented and a proven team player.• Flexibility to adapt to unexpected and time sensitive demands.

Job Description

- Working and demonstrating a team-based approach is a necessity as it is a small administrative team for University Relations with the need to work in a participative, efficient and anticipatory environment. No two days are ever the same. The need for quick and accurate analysis of issues, constant communication of priorities, and collegial resolution to matters is expected.
- Strong customer focus, sensitivity to diversity, excellent judgment ability, display of discretion and diplomacy is required.
- High degree of responsiveness and ability to maintain absolute confidentiality. Portray a professional image by interacting knowledgably and courteously with all. Ability to remain calm in stressful situations.
- Methodical and thorough when considering solutions to issues. Ability to trouble shoot and problem solve independently as well as when part of a team.
- Advanced technical skills to include: Word, Excel, PowerPoint, Outlook

Nature and Scope

- **Contacts:** Internally, communicates with employees and departments. The incumbent is required to work closely and collaboratively.
- **Level of Responsibility:** This position is responsible for the administration and reconciling of a UW Purchasing Card with a \$10,000/month credit limit. This card is used for various transactions including office supplies, conference and event registrations, etc. This position provides guidance and problem solving support on a wide range of administrative issues and must be able to quickly analyze an issue and seek resolution through appropriate experts as required. This position performs no direct supervision of others. The role has a mix of defined, specialized and unusual or one-time requests.
- **Decision-Making Authority:** Responsible for meeting critical project milestones and deadlines. Responsible and accountable for prioritizing and executing various administrative and financial tasks, with and without guidance.
- **Physical and Sensory Demands:** Minimal demands typical of a position operating within an office environment; periods of extensive sitting and concentrated use of visual senses.
- **Working Environment:** Minimal exposure to disagreeable conditions typical of a position exposed to stress and pressure associated with administrative responsibilities. Responsiveness is critical to the role. Some exposure to stressful situations caused by constant interruptions and lack of control over work pace due to irregular and/or high volume workload.