

Job Description

Job Title:	Administrative Assistant
Department:	Waterloo Centre for German Studies, Faculty of Arts
Reports To:	Director, Waterloo Centre for German Studies
Jobs Reporting:	None
Salary Grade:	USG 5
Effective Date:	November 2017

Primary Purpose

The Administrative Assistant supports the Waterloo Centre for German Studies by performing a range of administrative and communications functions.

Key Accountabilities

Financial and General Administration

- Process expenditures on the Centre's trust, endowment and operating funds, ensuring that expense claims are consistent with Faculty and University policies and practices
- Reconcile the Centre's expenditures in trust, endowment and operating accounts monthly
- Provide support to the Director in the preparation of the Centre's annual budget
- Organize and maintain the Centre's records for ready retrieval and planning
- Represent the Centre on the Director's behalf to individuals on campus
- Organize events, workshops, and other Centre activities as requested by the Director and Board;
- Coordinate executive committee meetings and take minutes

Communications and Community Outreach

- Maintain the Centre's website
- Manage mailing lists and other avenues for communicating Centre events and news
- Provide technical and organizational support for the Centre's research dissemination activities (e.g. Director's blog, Centre journal)
- Manage the Centre's social media communications (Facebook, Twitter)
- Maintain the Centre's marketing materials, e.g., advertising templates, handouts, zip banners, video displays
- Monitor effectiveness of marketing activities

Events Support

- Arrange accommodation and travel for guests
- Organize rooms, catering, and other logistical details
- Prepare and distribute publicity for events
- Assist the Director in the preparation of agenda, programs and other materials as appropriate
- Process travel claims, honoraria, and other expenses related to events

Scholarships and Awards

- Inform student groups of award and scholarship opportunities;
- Prepare applications and other documentation for review by adjudication committees;
- Arrange for payment of scholarships and awards as appropriate;
- Follow up with students to receive reports and inform them of further opportunities.

Required Qualifications

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

Education <ul style="list-style-type: none">• Completion of a College Diploma in business administration required, Undergraduate degree preferred• Combination of equivalent education and/or experience will be considered
Experience <ul style="list-style-type: none">• 3-5 years' experience in an office administration role, preferably in a post-secondary institution• Experience with a web content management system an asset• Experience working within an Apple OS environment an asset
Knowledge/Skills/Abilities <ul style="list-style-type: none">• Excellent written and oral communication skills, including editing skills; well developed numeracy/financial skills; and exceptional interpersonal skills, poise and professionalism.• Advanced knowledge of Microsoft Office products (Word, Excel, PowerPoint).• Advanced knowledge of social media (Facebook, Twitter) an asset.• Basic knowledge of and experience with other office or university administrative software (e.g. database software, Adobe Acrobat, Sharepoint, Unit4, FORE) an asset.• Advanced knowledge of German an asset.

Nature and Scope

- **Contacts:** Internally, communicates with the Director and Centre Executive Committee members, members of the Germanic and Slavic Studies Department, and a range of university employees for the exchange of information and to problem solve. Distributes information to students and others. Externally, communicates with guests of the Centre, which may include existing or prospective donors; academic and other visitors to the University; employees at other organizations, including embassies.
- **Level of Responsibility:** The position takes direction from the Director of the WCGS and must be able to work independently to meet established goals.
- **Decision-Making Authority:** Exercises authority in ensuring routine business of the Centre is conducted in a timely manner consistent with University and Faculty practices; works in co-operation with the Centre's Director on substantial matters.
- **Physical and Sensory Demands:** Minimal demands typical of an administrative position.
- **Working Environment:** Minimal exposure to disagreeable conditions. This position is 17.5 hours per week; flexibility in establishing routine hours of work may be negotiated with the Director.