

Job Description

Job Title:	Project Assistant
Department:	Institutional Analysis & Planning
Reports To:	Director, Strategic Planning and Evaluation
Jobs Reporting:	None
Salary Grade:	USG 6
Effective Date:	January 2018

Primary Purpose

The Project Assistant provides project and administrative support to the cross-functional teams of the Office of Institutional Analysis and Planning.

Key Accountabilities

Project Assistance

- Assists in the development and preparation of project-specific memos, briefings, charts, reports, presentations and other project documents upon request by members of the IAP Management Team
- Provides basic analytical support by performing activities such as support to data analytics (collecting data, performing calculations, creating tables and graphs, templates, organizing information, and other tasks), as directed by the IAP Management Team. Projects supported may include (but are not limited to) various government reporting tasks, accountability reports, and presentations.
- Prepares and processes work requests and tasks, and monitors project schedules and timelines, as directed by the Management Team
- Develops, organizes and maintains project documentation and other files
- Handles routine, as well as more complex and confidential document development work; this may include set-up and basic proofing of documents for content and ensuring documents meet required format standards
- Updates and prepares administrative reports using IAP databases and other information

Communication

- Assists with the development of project-specific IAP communication and promotion materials
- Assists with updates to project specific communication documents (e.g. survey or rankings calendars and related scheduling and communication) including maintenance of the project-specific SharePoint sites
- Maintains static content on office website(s) including updating information, uploading project documents and ensuring links are current.
- Coordinates project-specific communication between IAP and other departments to monitor deadlines, schedule meetings and to collect input
- Organizes and supports project-specific events, workshops, meetings, teleconferences and webinars, as requested by the IAP Management Team

Office Administration

- Responds to ad hoc inquiries and requests for information about the department, its programs and IAP staff

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- Provides administrative assistance to the IAP Management Team by scheduling cross-departmental meetings
- Undertakes other duties, as assigned by the Associate Director.

Required Qualifications

Education

- Completion of a post-secondary program in office administration or related field, or equivalent education and experience

Experience

- 2 years of progressive administrative support experience with a proven track record of achievement and success
- Previous experience using project management tools to coordinate a range of project functions
- Experience creating and maintaining website content using a content management system
- Experience with project and process communication with stakeholders and organization of meetings and events

Knowledge/Skills/Abilities

- Proficient in MS Office software
- Excellent verbal and written communication skills
- Ability to problem solve and prioritize
- Excellent time management skills

Nature and Scope

- **Contacts:** Internally, communicates with all IAP employees in a tactful and professional manner. Works with the Associate Director and the IAP Management Team on developing and prioritizing tasks to meet office demands. Provides a professional customer service to clients and partners of IAP and other units in the NH 3041 suite
- **Level of Responsibility:** The position is responsible and accountable for contributing to the timely delivery of quality project outcomes, coordination of a variety of office activities, events, workshops and meetings, office administration, and coordination of office communication.
- **Decision-Making Authority:** Responsible and accountable for executing various project-specific and office administration tasks in consultation with the IAP Management Team and the IAP Administrative Assistant, while reporting to the Associate Director.
- **Physical and Sensory Demands:** Demands typical for operating in an office environment. The work requires continuous use of computer, audio-visual and other technology to collect, communicate and review data, reports, presentations, etc.
- **Working Environment:** Most of the work is performed in the office environment. The position involves some exposure to stress as a result of pressures associated with handling ongoing multiple demands, time management and priority setting.