

Job Description



Job Title:	Assistant to the Associate Deans
Department:	Faculty Office, Health (HLTH)
Reports To:	Reports directly to the Administrator, Faculty Relations and Appointments Reports functionally to: Associate Dean of Undergraduate Studies Associate Dean of Graduate Studies Associate Dean of Research
Jobs Reporting:	n/a
Salary Grade:	USG 6
Effective Date:	March 1, 2017

Primary Purpose

The Assistant to the Associate Deans provides administrative support to the Associate Deans of Undergraduate Studies, Graduate Studies and Research. This position provides event support to the Faculty of Applied Health Sciences, primarily to organize the Pre-Convocation Reception, Recognition Reception and Three Minute Thesis.

Key Accountabilities

Administrative Support

- Supports the Undergraduate Academic and Non-academic Discipline process, which includes:
 - Record management: responsible for the compilation and management of case materials, including allegation and completion letters, letters of reprimand, case files, and Campus Incidence System updates
 - Investigation proceedings: attends student meetings to provide administrative support to Associate Dean during the formal inquiry process, documents the student interview proceedings, debriefs with Associate Dean and makes recommendations on appropriate academic and non-academic penalties
 - Case completion: follows up with instructors and the Registrar's Office regarding student grades, arranges for student registration in the Academic Integrity workshop, and ensures penalties have been completed
 - Requires a thorough knowledge of privacy and confidentiality, Policy 71 – Student Discipline, Guidelines for the Assessment of Penalties, and best practices of the University
- Provides administrative backup support for Dean's Office personnel including undergraduate course scheduling, revising the HLTH Undergraduate Studies Academic Calendar, grievances, online course evaluations and reception
- Supports the implementation of a Graduate Recruitment Strategy and the development of formal academic integrity training at the Graduate level [Start here](#)
- Facilitates the dissemination of information to academic units and committees

Supports the Associate Deans

- Coordinates meetings internal to HLTH, including Triple S, UOC, P&P, FUGS and FGSC. The incumbent schedules the meetings, circulates relevant materials, secures meeting rooms/equipment, and co-ordinates participation of attendees

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- Acts as a recording secretary for meetings related to the Undergraduate, Graduate and Research Associate Deans' portfolios
- Provides project support as it relates to the Associate Deans' portfolios. This includes but is not limited to supporting the development and implementation of relevant portions of the Faculty strategic plan, and preparing and interpreting surveys and admissions summaries
- Designs, distributes and collects responses to various Faculty-wide surveys. The incumbent interprets survey results, creates a formal report and distributes these findings as needed

Supports the planning, promotion and coordination of Faculty-wide events.

- Plans and executes Faculty annual events:
 - Pre-Convocation Reception
 - Recognition Reception
 - Three Minute Thesis (3MT)
- Assists in the planning and implementation of additional HLTH graduate and undergraduate events as necessary, such as the Fun Run, Speed Networking, and Graduate Student Research Day
- Plans and executes additional events sponsored by the Associate Deans, including HLTH graduate student research/social events, staff/faculty training events and special guest lectures
- Organizes event logistics: coordinates venue bookings, speakers and vendors to ensure catering, parking and appropriate furnishings/equipment are available for the event
- Prepares facilities prior to the event and ensures facilities are returned to their normal state following the event
- Manages the creation of print and electronic promotional pieces; updates and maintains event information on the HLTH website
- Recruits and manages the training of event volunteers
- Contacts and engages staff, faculty and students to attend events

Supports strategic communications and routine processes

- Maintains the following resources/websites on a routine basis:
- Updates/distributes the Meeting Approval Dates spreadsheet for Graduate and Undergraduate calendar submissions
- Updates/monitors the HLTH TA Community Group on Learn
- Updates the HLTH TA Manual
- Updates the RLS Grad Student Handbook
- Updates the HLTH Instructor Handbook
- Tracks graduate admission information by updating/distributing the Admissions vs. Targets spreadsheet
- Manages Academic Advisement Templates for all programs and plans in HLTH
- Maintains web content for graduate studies, undergraduate studies and various events at the Faculty level
- Supports the development and maintenance of manuals, reference guides, etc. for graduate and undergraduate systems
- Adapts content and migrates resource materials to an online format while ensuring compliance with Accessibility for Ontarians with Disabilities Act (AODA)

**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*

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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 <ul style="list-style-type: none">• Bachelor's degree and/or relevant experience required.
Experience <ul style="list-style-type: none">• 2-3 years of related experience• Familiarity with University policies and procedures• Experience with UW software (WCMS, CIS, LEARN, and Quest) considered an asset• High understanding of confidentiality and the importance of data integrity• Ability to communicate with a varied audience and build strong working relationships• 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
Knowledge/Skills/Abilities <ul style="list-style-type: none">• MS Word: intermediate• Excel: intermediate• PowerPoint: average• Web content management software: average, experience with SharePoint

Nature and Scope

- **Contacts:** This position requires regular interactions with staff, faculty and students within the Faculty and across campus. You will work most closely with the HLTH Undergraduate Student Success Team, HLTH Communications Team, Graduate Coordinators, Student Advisors, Finance and the Faculty Undergraduate Operations and Events Manager, and have regular communication with colleagues in CEE, GSPA, Office of Research, and the Registrar's Office.
- **Level of Responsibility:** The position has defined specialized or routine tasks and receives specific guidance, but operates with minimal supervision.
- **Decision-Making Authority:** The incumbent works independently setting his/her own work plan to ensure all financial and administrative tasks are completed in a timely manner and according to priorities set by the Associate Deans
- **Physical and Sensory Demands:** minimal
- **Working Environment:** Occasional nights and weekend work required. There are no significant risks.