

Job Description

Job Title:	Administrative Manager
Department:	Office of the Associate Vice-President, Human Rights, Equity and Inclusion
Reports To:	Associate Vice-President, Human Rights, Equity and Inclusion
Jobs Reporting:	None
Salary Grade:	USG 7
Effective Date:	June 2019

Primary Purpose

The Administrative Manager is responsible for the day-to-day operations of the Human Rights, Equity and Inclusion Office; this includes responsibility for all administrative and financial management functions. This position also provides administrative support to the senior leadership team in the office who report into the Associate-Vice President, Human Rights, Equity and Inclusion.

Key Accountabilities

Administrative Management

- Responsible for the day-to-day management and activities of the office and the various units
- Provides administrative support as required to the senior leadership team in HREI
- Coordinates and schedules appointments, logistics and arrangements for internal and external meetings and travel as required for senior level team in HREI
- Provides support with human resources administration, including staff onboarding, completion of required forms and system submissions, compliance training and ensuring adherence with HR policies and requirements
- Recommends changes/improvements and follow through to implementation of all technical and service matters for the physical office and its members
- Researches information, fact-checks, options, work planning for the day-to-day operations of the office
- Conducts research on HREI related matters and assists with writing reports, presentations, and projects
- Leads projects as assigned by the Associate Vice-President and the senior leadership team
- Books rooms on campus and takes minutes as required
- Reports on progress and performance of strategic projects and initiatives as required
- Coordinates data collection and management for all units within the portfolio
- Liaises with Information Systems Technology (IST) to coordinate, assign, track and resolve client initiated problem reports on behalf of the Associate Vice-President's Office
- Escalates complex technical issues to IST, as required
- Welcomes guests to the Office and responds to questions and inquiries from visitors

Financial Management

- Manages operating accounts and special purpose accounts for the Office
- Creates a budget plan for the HREI unit
- Briefs the AVP on financial matters affecting the Office
- Ensures the day-to-day financial activities of the Office are carried out according to best practices and comply with University policy and procedures
- Manages spending of approved budgets and provides advice relating to expenditures

Job Description

- Monitors all accounts and investigates over expenditures or irregularities
- Tracks and reconciles all accounts monthly
- Ensures all payments are completed within the current fiscal year

**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

Education

- College Diploma in Office Administration, Business Administration or related discipline
- Equivalent combination of education and experience will be considered

Experience

- 3-5 years of progressively responsible administrative experience, including demonstrated experience with financial management is required
- Demonstrated experience developing and managing a budget
- Experience in a university work environment is preferred
- Experience working with diverse teams and experience in a politically sensitive environment would be an asset
- Experience supervising staff is an asset

Knowledge/Skills/Abilities

- Demonstrated ability to work collaboratively with others and communicate effectively with a wide range of contacts
- Demonstrated ability to manage a high volume of work with conflicting priorities and deadlines
- Demonstrated ability to exercise judgement and discretion when handling confidential information
- Proficiency with Microsoft Office (Excel, Word, and Outlook) and financial/expense claim system, Concur is preferred
- Proficiency with a Human Resources Information System is preferred
- Excellent oral and written communication, organization, and problem solving skills
- Ability to work in a space that may receive people of varying emotional states and have the ability to manage this effectively

Nature and Scope

- **Contacts:** Internally, communicates with senior administration, students, faculty and staff. Externally with community groups and various stakeholders.
- **Level of Responsibility:** This position is responsible for providing support, advice and assistance to the AVP and direct reports in all areas of their work. This position is responsible for the direction and management of the day-to-day administrative and working order of facilities for the HREI office. The Administrative Manager will use judgement to assist in the formulation of decisions in a highly confidential environment and will be involved in developing recommendations to settle highly sensitive, confidential matters that are critical to the university
- **Decision-Making Authority:** The Administrative Manager is expected to be self-directed in executing her/his/their responsibilities. The role has a mix of defined, specialized, routine, and non-routine tasks and requires sound judgment, tact, and discretion in juggling and executing these responsibilities. This position will make recommendations to the Associate Vice-President regarding the execution of their responsibilities.

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- **Physical and Sensory Demands:** Minimal demands typical of a position operating within an office environment.
 - **Working Environment:** Minimal exposure to disagreeable conditions. There can be a lack of control over work pace due to irregular and/or high volumes of work and multiple and/or tight, unalterable deadlines, and frequent interruptions.