

Job Description

Job Title:	Research Administrative Assistant
Department:	Mechanical and Mechatronics Engineering
Reports To:	Administrative Officer
Jobs Reporting:	None
Salary Grade:	4
Effective Date:	September 2017

Primary Purpose

The Research Assistant provides overall administrative support to an assigned group of faculty members and Research Coordinator within the Department of Mechanical and Mechatronics Engineering. The incumbent will provide administrative support to faculty members and their research teams in order to maintain the day-to-day operations of their research.

Key Accountabilities

List the major responsibilities of the job, divided into 3 to 5 broad categories. These should reflect 80 - 90% of "what" the job does not the "how". Insert a category heading and in bullet form below, state specific responsibilities.

Administration

- Prepares and processes travel advances/claims and expense reimbursement claims for faculty members using online expense system; assists faculty member's researchers, students, and visitors in travel and expense claim preparation
- Assists with purchase of equipment and supplies for research groups
- Ensures that researchers and research staff are compliant with UW policies and procedures
- Assists with preparation of payroll forms for research staff, students, appointments of Post-Doctoral Fellows and visiting scholars
- Prepares cover sheets and gathers required documents so work orders for project accounts can be requested
- Provides general administrative support for faculty members
- Assists with special projects and other duties as assigned by the Research Coordinator and faculty members

Meeting/Event Support

- Books rooms for meetings and events
- Coordinates arrangements for special events, conferences, seminars, lectures and industry/researcher/student meetings; this includes scheduling, catering, preparing and disseminating agenda packages or other materials
- Transcribes minutes of meetings as required
- Maintains and orders coffee supplies for research groups and meetings

Other Duties

- Updates information on project websites and other social media such as Twitter
- Fielding inquiries and directing students/research staff to the appropriate staff member, office or resource department as required
- Performs other duties as assigned

Required Qualifications

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

Education <ul style="list-style-type: none">• High School Diploma with some Post-Secondary education, or equivalent combination of education and experience
Experience <ul style="list-style-type: none">• One to two years of administrative and customer service experience, preferably in an academic environment• Proven high-quality customer service interactions with faculty, staff and students• Demonstrated ability to maintain strict confidentiality• Knowledge of University of Waterloo policies and procedures are an asset
Knowledge/Skills/Abilities <ul style="list-style-type: none">• Intermediate computer skills and knowledge of software applications used in an office setting, including Word, Excel, web content management software, SharePoint, FORE and Concur, or willingness to learn• Proven aptitude for attention to detail and the management of multiple demands• Demonstrated decision-making skills, including the ability to ask probing questions and anticipate customer needs• Ability to exercise good judgment and discretion and work independently with minimal supervision within a fast-paced, deadline driven multi-tasking environment• Excellent communication skills, oral and written

Nature and Scope

- **Contacts:** Faculty, research teams, students, staff and industry/government sponsors.
- **Level of Responsibility:** Routine amount of initiative and responds independently to inquiries that are specific in nature and require a thorough knowledge of established policies and procedures. Independent judgment in time management, task prioritization and resolving routine issues. Incumbent will receive specific guidance on tasks.
- **Decision-Making Authority:** Decide on task priorities given multiple deadlines and demands. Required to use initiative, tact, discretion, and be sensitive to various situations and information
- **Physical and Sensory Demands:** Minimal demands typical of an administrative position within an office environment.
- **Working Environment:** Regular working hours required. The incumbent must function in a hectic, front line environment with constant interruptions and distractions.