

Job Description

Job Title:	Department Office Assistant
Department:	Biology
Reports To:	Administrative Officer
Jobs Reporting:	None
Salary Grade:	USG 4
Effective Date:	August 2018

Primary Purpose

Provide administrative support for Graduate and Undergraduate programs in Biology. Primarily responsible for coordinating graduate student meetings for MSc and PhD students and assisting in the organization and maintenance of graduate student information. Provides support for administration of TA contracts, preparation of undergraduate TA pay requests and general administrative support of the undergraduate program. The Department Office Assistant reports to the Administrative Officer and receives direction from the Graduate Studies Coordinator, Undergraduate Program Manager and Undergraduate Program Advisor.

Key Accountabilities

Graduate Program Support

- Coordinate graduate meetings for MSc and PhD students, which includes room and audiovisual bookings, compiling meeting paperwork, sending out announcements, and as required, scheduling the meeting Chair
- Assist with the administration of Teaching Assistant contracts each term
- Create files for new graduate students and update current graduate student information in the master database
- Assist with the organization of the graduate student orientation and Teaching Assistant workshop each term, which includes room and audiovisual bookings, photocopying and preparing student information packages and organizing lunch and refreshments
- Assist with document preparation for graduate and undergraduate scholarships
- Coordinate proctor assignments and prepare casual pay requests
- Answer standard graduate admission inquires. Redirect non-standard inquires to the Graduate Coordinator
- Track graduate student paperwork and update the paper log to ensure timely processing and integrity of records
- Provide support with photocopying, filing and distributing graduate student mail
- Prepare and distribute the Biology Graduate Studies Bi-weekly Digest to inform students of upcoming events and important dates

Undergraduate Program Support

- Assist with the administration of undergraduate Teaching Assistant contracts each term
- Prepare undergraduate Teaching Assistant Temporary Authorization forms
- Assist with the collection of undergraduate co-op work term reports each term
- Prepare Teaching Assistant evaluation packages, sort and summarize evaluations, and coordinate student pick-up
- Assist with midterm and lab exam scheduling

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- Support for Biology 499 Colloquium, which includes collecting proposals and final reports, room and audiovisual bookings, photocopying and preparing colloquium booklet and organizing lunch and refreshments
- Record minutes for Curriculum meetings
- Book rooms for departmental use (e.g., TA meetings, alternate exams)
- Organize final exam collection and delivery to the Registrar's Office
- Prepare print requisitions
- Provide support with photocopying, printing and filing
- Collect syllabi from faculty; archive and distribute as required

Other Duties

- Assist with updates to department website, twitter feed and bulletin boards
- Provide support for department events such as organizing catering, room bookings, travel arrangements etc.
- Attend applicable workshops and training sessions
- May serve on the Department Social Committee
- Other duties as assigned

Required Qualifications

Education

- Bachelor degree or a relevant combination of education and work experience required.

Experience

- Experience in an academic environment would be an asset.
- Experience working in a high volume office would be an asset.

Knowledge/Skills/Abilities

- Excellent working knowledge of Word, Excel, Adobe Pro, SharePoint and Outlook Calendar.
- Strong understanding and working knowledge of mail merge functions.
- Exceptional interpersonal and communication skills (both oral and written) are required.
- Superior organizational skills, strong attention to detail and the ability to multi-task and prioritize work.
- The ability to handle sensitive and confidential information with discretion is essential.
- Ability to use the internet effectively for research purposes.

Nature and Scope

- **Contacts:** Administrative Officer, Administrative Coordinator for Graduate Studies, Undergraduate Program Manager, Undergraduate Program Advisor, Science Graduate Studies Office, Faculty of Science Undergraduate Office, Graduate Studies and Postdoctoral Affairs, Co-operative Education and Career Action, Counselling Services, Associate Chairs for Graduate and Undergraduate Studies, Biology Department Members, Biology graduate and undergraduate students.
- **Level of Responsibility:** Works within a range of defined routine tasks. Performs duties with relative independence and receives specific guidance for specialized tasks.
- **Decision-Making Authority:** Sets priorities for tasks and provision of support to different areas within the department. Expected to independently answer and resolve regular inquires and problems that arise. Recommend potential strategies for complex inquires or problems to immediate supervisor for approval.

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- **Physical and Sensory Demands:** Typical of an administrative position operating in an office environment. Exposure to a fast-paced service oriented environment with multiple on-going deadlines, changing priorities, constant interruptions, and large volumes at various times throughout the year.
 - **Working Environment:** Office environment with low exposure to disagreeable conditions and regular working hours. No significant physical or psychological risks associated with typical clerical-type responsibilities.