

## Job Description

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<b>Job Title:</b>	Administrative Assistant
<b>Department:</b>	Waterloo Artificial Intelligence Institute (WAI)
<b>Reports To:</b>	Managing Director, Waterloo Artificial Intelligence Institute (WAI)
<b>Jobs Reporting:</b>	None
<b>Salary Grade:</b>	USG 6
<b>Effective Date:</b>	May 2018

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### **Primary Purpose**

The Administrative Associate (AA) reports to the Managing Director. The AA assists the Managing Director and the two Co-Directors with administration, accounts management and budgeting, events management, and communications for the Waterloo Artificial Intelligence Institute (WAI). The AA plays a key role within the WAI structure and is generally the first point of contact. Further, the AA position is designed to bridge and maintain working relationships across campus, notably with WAI faculty members, the Office of Research, and Finance. The incumbent will continually develop and maintain a database to track contacts and funding for past, present and potential WAI research partners. Careful management of the finances of WAI, its relationship with faculty and staff involved in its research programs, oversight of its other research and education activities, and liaison with internal and external agencies and partners will ensure WAI's continued, successful operation.

### **Key Accountabilities**

#### **Budget and Accounts Management**

- Ensures that all operating, trust, and research funds are soundly managed and reconciled monthly; tracks expenses and income against budgeted amounts
- Provides cumulative statistics for WAI for funding and research and draw from this data to create funding reports, tables and graphs
- Reports and reviews on the institute's financial position with the Managing Director
- Liaises with Office of Research, Finance and departments on activities involving expenditures and commitments for research grants and projects
- Prepares and processes travel and expense claims and allowances in compliance with University Policy, procedures and granting agency requirements
- Remains current on knowledge of all policy requirements; attends annual training sessions
- Prepares payroll forms for casual and part-time employees; advises employees with respect to payroll procedures
- Assists with preparation of event budgets
- Tracks and summarizes all financial expenditures against budget
- Maintains existing database of industry, non-profit, and government contacts

#### **Administrative Support**

- Supports the Managing Director and the two Co-Directors in the planning and execution of various WAI administrative or programming activities
- Serves as a resource within the institute for the interpretation of and ensuring adherence to UW and departmental policies, procedures, guidelines and practices
- Assists with the administration of research proposal submissions, budget preparation and financial reporting to granting agencies
- Provides support for grant applications and related research reports, and in meeting grant deadlines

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- Manages office equipment and supplies; ensures maintenance of office computers, equipment, furniture and other equipment purchases used for research or administrative purposes
- Manages access and maintains WAll databases and other information resources
- Maintains confidential files related to personnel
- Schedules meetings, books rooms and applicable equipment for research related meetings, workshops and public events
- Manages WAll databases and other information resources
- Oversees the recruitment, evaluation and retention of students (co-op, work-study, and international)
- Other duties as assigned

### **Event Management**

- Plans, promotes, and executes various WAll events, including meetings, research symposiums, seminars, workshops, and professional training programs both internal and external to UW
- Organizes visiting delegation itineraries and logistics

### **Communications**

- Assists with announcements, publicity and public relations
- Maintains and updates the WAll website
- Contributes to social media feeds
- Prepares regular information updates to faculty members
- Prepares and distributes memos, correspondence, and meeting notes
- Addresses inquiries from various external parties, including industry, media and students

## **Required Qualifications**

### **Education**

- Post-secondary diploma in business administration, finance or related area of study, or equivalent combination of education and work experience

### **Experience**

- Minimum of 5 years' experience with progressively greater responsibility in financial related environment
- Previous experience developing and managing complex project budgets
- Experience working independently and as part of a team and managing workload and setting priorities
- Experience with event co-ordination or project management preferred
- Experience with web content management software is an asset
- Experience in an academic, not-for-profit and/or research environment is an asset
- Knowledge of research granting and reporting is an asset

### **Knowledge/Skills/Abilities**

- Demonstrated high degree of aptitude for critical thinking coupled with strong analytical and problem-solving skills and proficiency in written and oral communication
- Demonstrated superior interpersonal skills and the ability to work collaboratively, build consensus, maintain confidentiality, exhibit sensitivity to the needs and interests of a variety of stakeholders, and support the functioning of a diverse project team
- Demonstrated ability to thrive in and contribute to an integrated and collaborative team environment and to apply a positive team approach to working with colleagues
- Working knowledge of research granting agencies and their programs is preferred
- Excellent written and oral communication skills and the ability to effectively communicate financial information to stakeholders with varying levels of financial knowledge

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- Strong organizational skills coupled with the ability to handle multiple tasks, meet deadlines, and excel in a fast-paced environment characterized by changing priorities
- Demonstrated ability to exhibit good judgment and be tactful and diplomatic in order to liaise effectively with partner groups.
- Proven ability to exercise independent judgment in areas of time management, task prioritization, and decision-making and the ability to handle sensitive and confidential information
- Intermediate skills in Microsoft Office suite
- Proficiency with a financial system, Unit4, Concur preferred.

### Nature and Scope

- **Contacts:** The Waterloo Artificial Intelligence Institute (WAI) is a major research institute at the University of Waterloo comprised of over 90 faculty members and several hundred graduate students focused on AI-related research activities. WAI welcomes faculty participation from across the campus. Current membership includes faculty members from four of the six faculties: Applied Health Sciences, Engineering, Mathematics, and Science. The mission of WAI is to cohere, advance, promote and exploit cross-disciplinary research at the frontiers of artificial intelligence and its applications at the University of Waterloo. Under its mission, broadly, the WAI will focus on leveraging Waterloo's pioneering advances and productive industry partnerships for social and economic benefit, supported by cross-disciplinary expertise. Internal: WAI Steering Committee, WAI Advisory Committee, WAI management team, WAI faculty members, WAI graduate students, Office of Research, Faculty Deans, Departmental Financial Coordinators, UW Service Offices (Financial Services, Food Services, and so on). The AA position also requires the management of significant External: Industry and non-profit research partners, WAI Advisory Committee, other universities and colleges, government departments and ministries, catering providers, business hotels and conference centers.
- **Level of Responsibility:** The AA position has specialized work with minimal supervision and occasional supervision of students (co-op, work-study, and international).
- **Decision-Making Authority:** The AA position requires the ability to make independent decisions regarding, but not limited to: interpreting problems and concerns from academic departments for subsequent action; managing administrative and research databases; maintaining records system for WAI funding, outreach and research programs; arranging meetings, seminars and conferences internal/external to UW; preparing and distributing correspondence and meeting notes, as well as expediting travel arrangements and preparing itineraries.
- **Physical and Sensory Demands:** Minimal demands typical of a position operating within an office environment.
- **Working Environment:** Minimal exposure to disagreeable conditions typical of a position operating within an office environment. Some evening/weekend work and occasional travel may be required for special events.