

Job Description

Job Title:	Administrative Assistant, Co-operative and Experiential Education
Department:	Co-operative and Experiential Education
Reports To:	Executive Assistant, Co-operative and Experiential Education
Jobs Reporting:	None
Salary Grade:	USG 6
Effective Date:	February 2021

Primary Purpose

The Administrative Assistant, Co-operative and Experiential Education provides administrative support to the Co-operative and Experiential Education leadership team. The Administrative Assistant oversees calendar scheduling, facilitates and coordinates meetings and events and performs various administrative tasks within Co-operative and Experiential Education.

Key Accountabilities

Administrative Assistance

- Provides administrative support to Co-operative and Experiential Education Directors and the Co-operative Education Directors through detailed management of their calendars; and organizing meetings (including scheduling, invitations, RSVPs, materials, venues)
- Effectively manages confidential and sensitive information
- Creates, formats, proofreads, prints, distributes and/or publishes various types of documents for various audiences using Microsoft Word, Excel, PowerPoint and/or Visio
- Coordinates and makes travel arrangements for directors within Co-operative and Experiential Education and Co-operative Education; occasionally this will involve coordination of group travel and travel outside of North America
- In accordance with Policy 46 (Information Management), maintains filing and retrieval systems for contracts, agreements and memorandums of understanding signed by Co-operative and Experiential Education leaders
- Provides backup support for the Executive Assistant, Co-operative and Experiential Education during vacations, absences, and short-term leaves
- Makes ad hoc purchases on a purchasing card (e.g. conference registrations) and reconciles the purchasing card monthly in accordance with University policies
- Assistance with project coordination activities across the portfolio; this may include creating summary reports, soliciting and aggregating feedback on documents, gathering information for meetings with internal and external stakeholders, summarizing compliance with CEE employee training (e.g. Future Ready Talent Framework training), following up on missing/incomplete information etc.
- Effectively organizes and maintains various SharePoint sites, and other similar document repositories, this includes: keeping the sites curated, using appropriate naming conventions and filing, archiving, deleting information as appropriate
- Attends various team meetings to stay abreast of current work, staffing, projects, and priorities

Job Description



- Actively participates in a Community of Practice with the other administrative staff within Co-operative and Experiential Education to ensure the delivery of high-quality administrative support
- As required, provides backup support to other members of the Co-operative and Experiential Administrative Team
- Actively contributes to the Wellness Committee and Social Committee, includes providing administrative support and assisting to plan and implement events and resources
- Performs other administrative duties as assigned

Human Resources

- Maintains organization charts and staff directories for the Co-operative and Experiential Education portfolio
- Provides logistical and administrative support to the staff onboarding and new hire processes
- Assists with the management of individual and institution membership in various co-operative and experiential education organizations (e.g. CEWIL, EWO, CEIA, WACE)

Co-op Student Co-ordination

- Leads the CEE co-op student hiring process from an administrative perspective (includes drafting and sending detailed communications within the department, collecting information about hires, and entering hires in Workday)
- Coordinates the use of Work Placement funding (or other similar funding programs) with Students Awards and Financial Aid
- Liaises with a Co-op Student Experience Manager in organizing the termly co-op student events (e.g. end of term presentations, orientation)
- Prepares and distributes timely communications to the department co-op students (e.g. notice of first pay, midterm evaluation etc.)
- Co-ordinates, administers and compiles co-op student exit interviews and filters the information to the appropriate areas to assist with continuous improvement of the student experience in CEE

Meeting and Event Management

- Co-ordinates and schedules meetings for Co-operative and Experiential Education and Co-operative Education Directors
- As requested, assists the Executive Assistant with the coordination, scheduling and management of CEE and Co-operative Education events
- Schedules and manages meetings and events within Co-operative and Experiential Education including management calls, team meetings and social events (includes agenda management)
- Provides administrative support to project teams, steering committees and working groups
- Solicits feedback on meetings and events to continually improve

**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

Job Description



- Post-secondary education or equivalent education and experience. University degree is preferred.

Experience

- 3 years of experience providing administrative assistance within a large and complex organization (post-secondary school environment preferred)
- Experience managing complex calendars
- Experience planning and managing events
- Experience booking and arranging executive travel and managing complex schedules

Knowledge/Skills/Abilities

- The position requires substantial skill in managing complexity and coordinating a range of activities and demands
- Ability to effectively manage competing priorities
- Responsibility, maturity, and excellent problem-solving skills are critical
- Organizational skills are key, as are managing conflicting priorities from multiple stakeholders
- Ability to support directors whose primary work location is in other buildings on campus
- Proven strategic and pragmatic thinker
- Excellent interpersonal skills
- Proven record of demonstrated tact, judgement and diplomacy, confidence, organization, and the ability to assimilate information and analyze data quickly
- Demonstrated ability to make independent decisions
- Strong attention to detail (e.g. as it relates to scheduling, travel arrangements, report content, etc.)
- Specialized work with minimal supervision
- Excellent communication (oral and written)

Nature and Scope

- **Contacts:** Internal Relationships: This position works closely with the director-team within Co-operative and Experiential Education and other staff in Co-operative and Experiential Education. External relationships: the Administrative Assistant facilitates internal working relationships between the Directors and external stakeholders. The Administrative Assistant also builds and maintains working relationships with other individuals and departments on campus.
- **Level of Responsibility:** The position has responsibility and accountability for providing administrative assistance within Co-operative and Experiential Education; this requires exercising judgment when it comes to decision-making and prioritizing.
- **Decision-Making Authority:** This position will be responsible for making decisions related to scheduling, travel, the escalation of issues, meeting and event agendas and logistics. Problem solving is a critical skill for this position. Unexpected issues and/or conflicts may arise and the incumbent must be capable of analyzing problems and quickly solving issues.
- **Physical and Sensory Demands:** This position requires the ability to work effectively in a fast-paced environment and maintain a high level of attention to detail. The work environment may include lack of control over work pace due to work processes, irregular and/or high volumes beyond one's control, multiple and/or tight deadlines beyond one's control and constant interruptions (e.g. phone calls, e-mails, unplanned but urgent support requests, or emergencies).
- **Working Environment:** Regular working hours, some evening/weekend work required. Exposed to stress and pressure associated with senior level responsibilities.