

Job Description

Job Title:	Departmental Web Administrator/Administrative Assistant
Department:	Chemistry
Reports To:	Administrative Assistant to the Chair
Jobs Reporting:	None
Salary Grade:	USG 5
Effective Date:	February 2019

Primary Purpose

Responsible for the creation, updates and maintenance of the Chemistry and Nanotechnology Engineering websites. Must be diligent in the collection and maintenance of data from new and existing faculty members as well as maintaining current knowledge of UW-supported technological changes

Key Accountabilities

Online resources

- Provide updates to the Chemistry and Nanotechnology Engineering websites
- Maintain all aspects of website content including information for current and future students, faculty, staff and postdoctoral fellows, photo galleries and online forms
- Update digital signage linked to the Chemistry website
- Update information in Sharepoint sites for Chemistry and Nanotechnology; manage "Safely", the safety database
- Create and distribute online lab evaluations each term for instructors, labs and teaching assistants

Administrative Support to Graduate Studies Coordinator and the Chemistry Office

- Maintain database for graduate student information
- Manage teaching assistant assignments for graduate and undergraduate students including creation and maintenance of assignment database, assignment notification, and online application
- Office duties as assigned by the Administrative Assistant to the Chair

Manages supplies and equipment

- Manage Purchasing Card for Chemistry Office including reconciling statements and allocating account numbers
- Process orders for office equipment and supplies
- Provide troubleshooting for office staff computers, printers, photocopier and fax machine and manage service calls
- Manage photocopier accounting codes and accounting reads for personnel and courses
- Responsible for daily inspection of the Department's AED machine to ensure charge and functioning; maintain departmental first aid kit

Seminars

- Responsible for administrative duties for the Chemistry and Biochemistry Seminar program which consists of invited external speakers (international and local).
- Prepare and distribute Seminar notices.
- Coordinate catering and room booking as required
- Prepare a visit itinerary for the host to coordinate. Arrange accommodation if required as well as arrange financial reimbursement.
- Update and maintain the Chemistry and Biochemistry Seminar group email

Job Description



**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 <ul style="list-style-type: none">• Bachelor's degree and/or equivalent education and experience.
Experience <ul style="list-style-type: none">• Experience with maintaining and updating websites. Minimum 1+ years experience• Creating and maintaining databases• Previous experience with reconciling statements• Working knowledge with troubleshooting computers, printers, etc.• Experience in an administration role, preferably in a post-secondary institution
Knowledge/Skills/Abilities <ul style="list-style-type: none">• Excellent computing, organization, analytical and problem-solving skills. Must be detailed oriented.• Exceptional verbal and written communication skills• Intermediate computer proficiency using MS Office• Intermediate Sharepoint; Outlook; databases; website development and content management

Nature and Scope

- **Contacts:** Interacts with faculty, staff, students and other personnel both on and off-campus.
- **Level of Responsibility:** Responsible and accountable for the overall computing support of the Chemistry Department.
- **Decision-Making Authority:** Makes decisions on timelines in regards to daily tasks. Works independently with minimal supervision to achieve objectives pertaining to the maintenance and updating of websites. Problem-solving and prioritizing abilities required.
- **Physical and Sensory Demands:** Office environment with student/faculty traffic and many interruptions
- **Working Environment:** Open-concept office so some ongoing background noise from printers/equipment, several telephones, and conversations contributing to an often busy and sometimes distracting environment.