

Job Description

Job Title:	Administrative Assistant, Waterloo Centre for Astrophysics
Department:	Physics and Astronomy
Reports To:	Chair, WCA
Jobs Reporting:	N/A
Salary Grade:	USG 6
Effective Date:	February 2019

Primary Purpose

This position is responsible for managing the operations, communications and event management for the Waterloo Centre for Astrophysics and providing executive support for the activities of the WCA Chair.

Key Accountabilities

Administrative Support

- Manage all aspects of WCA initiatives in coordination with the WCA Chair.
- Prepare contracts and complete onboarding procedures for new post-doctoral fellows.
- Manage and coordinate all travel preparations for WCA Chair, visitors and students including arranging for accommodation, transportation, conference registrations, meeting schedules, etc. and preparing complete itinerary for the travel.
- Respond to diverse inquiries from visitors, students, staff and faculty
- Member of WCA Executive committee; supporting and serving as a resource as required. Prepares and maintains meeting minutes and agendas for Centre meetings; follows up on relevant business.
- Serve as a resource within the Centre for the interpretation of and ensuring adherence to UW, Faculty of Science and Department of Physics and Astronomy policies, procedures, guidelines and practices.
- Performs other administrative duties as required.

Communications and Event Management

- Develop and maintain content and promotional materials for the WCA website and social media.
- Create promotional materials, i.e. media releases, posters, flyers, etc., to promote WCA events.
- Manage creative outreach projects.
- Organize conferences, meetings, workshops, etc.
- Prepare itinerary and all communications for events.
- Invite attendees and manage travel arrangements and accommodations for guests.
- Schedule, book rooms and applicable equipment for meetings, workshops and public events.
- Performs other duties as required to ensure events run smoothly.

Executive Assistant to the Chair

- Manage the Chair's daily schedule and itinerary.
- Screen all signature requests and collect background information for the Chair, as necessary.
- Monitor the flow and response path for all correspondence that comes to the Executive Director. She/he must ensure that all correspondence and requests are responded to in an appropriate and timely manner and that managers involved are kept aware of the response flow.
- Performs other duties as required by the Chair.

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Budget and Accounts Management

- Ensure that all operating, trust and research funds are soundly managed and reconciled monthly; track expenses and income against budgeted amounts.
- Report and review the WCA's financial position with the Chair.
- Prepare and process travel and expense claims and allowances in compliance with University Policy, procedures and granting agency requirements; remain current on knowledge of all policy requirements; attend annual training sessions.

**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

- Post-secondary diploma or equivalent experience in office management.

Experience

- A minimum of two years of experience in an office or educational environment required.
- Experience supporting visitors and organizing travel arrangements required.
- Experience with event co-ordination is preferred.
- Experience with financial recordkeeping and reconciliation preferred.
- Previous experience with University of Waterloo online financial and communication processes is preferred (Concur, Unit4, Purchasing Card, SharePoint, Workday).
- Web site (content management system) maintenance experience preferred.
- Experience using social media preferred.
- Experience using graphic/ design software is an asset.

Knowledge/Skills/Abilities

- Excellent communication (oral and written) and interpersonal skills with a demonstrated ability to work with faculty, staff and students from around the world with tact and diplomacy.
- Must have the proven ability to exercise sound independent judgement and handle confidential information.
- Demonstrated problem-solving and analytical skills are required to deal with inquiries.
- Attention to detail, confidentiality, and the ability to manage multiple demands.
- Strong time management and organizational skills with a commitment to continuous process improvement.
- Demonstrated initiative to work independently and as a team member in a fast-paced and varied environment, with tight deadlines and changing priorities.
- Strong proficiency in Microsoft office skills required.

Nature and Scope

- **Contacts:** Manage Significant Internal relationships: Departmental Financial Officer, WCA Executive Committee, Office of Research, UW Service Offices (Financial, New Media, Food Services etc.)
Manage Significant External Relationships: Perimeter Institute, hotels & conference centres
- **Level of Responsibility:** The position has specialized work with minimal supervision, provides guidance to others and works closely with the Centre Chair. Coordinates multiple projects that

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simultaneously meet competing deadlines. Exercises sound judgment and deals with highly sensitive documents. Ability to anticipate, analyze, strategize, determine priorities, take initiative and to have a high degree of time-management skills; the flexibility to adapt to changing priorities

- **Decision-Making Authority:** Makes independent decisions regarding but not limited to: Interpreting problems and concerns from academic departments and research groups for subsequent action
Managing daily operations from an administrative perspective. Arranging meetings, seminars and conferences on and off campus and expediting travel arrangements/preparing itineraries
- **Physical and Sensory Demands:** Minimal demands typical of an administrative position within an office environment.
- **Working Environment:** Regular working hours; occasional evening/weekend work required for events.