

Job Description

Job Title:	Administrative Assistant, Waterloo Centre for Astrophysics (WCA)
Department:	Physics and Astronomy
Reports To:	Director, Waterloo Centre for Astrophysics
Jobs Reporting:	None
Salary Grade:	USG 6
Effective Date:	January 2023

Primary Purpose

This position is responsible for managing the operations, communications and event coordination for the Waterloo Centre for Astrophysics (WCA). This role also provides executive support for the activities of the WCA Director.

Key Accountabilities

<p>Administrative Support</p> <ul style="list-style-type: none"> • Manages WCA operations and initiatives in coordination with the Director • Prepares contracts and completes onboarding procedures for the Centre's post-doctoral fellows • Coordinates travel preparations, registrations and itineraries for WCA members • Responds to diverse inquiries from visitors, community members, 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. • Serves as a resource within the Centre for the interpretation of, and ensuring adherence to UW, Faculty of Science and Department of Physics & Astronomy policies and procedures • Performs other administrative duties as required
<p>Communications and Event Management</p> <ul style="list-style-type: none"> • Develops and maintains content and promotional materials for the WCA website and social media • Creates promotional materials, i.e. media releases, posters, flyers, etc., to promote WCA events • Organizes conferences, meetings, workshops, etc. • Prepares itineraries and communications for Centre events • Manages travel arrangements and accommodations for guests attending Centre events • Schedules, books rooms and applicable equipment for meetings, workshops and public events • Performs other duties as required to ensure events run smoothly
<p>Outreach activities</p> <ul style="list-style-type: none"> • Manages and coordinates creative outreach projects and programs • Organizes outreach events including visits from the public to campus • Supports and coordinates travel by WCA members for external outreach events • Helps to produce astronomy outreach materials including news items, social media releases and other materials
<p>Budget and Accounts Management</p> <ul style="list-style-type: none"> • Ensures that all operating, trust and research funds are soundly managed and reconciled monthly • Reviews and reports the WCA's financial position with the Director • Prepares and processes travel, expense claims and allowances in compliance with University Policy, procedures and granting agency requirements

**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*

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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">• Post-secondary diploma or equivalent experience in office management.• Education in a science background with astronomy focus
Experience <ul style="list-style-type: none">• A minimum of two years of experience in an office or educational environment required• Experience with astronomy outreach activities required• Experience supporting visitors and organizing travel arrangements required• Experience with large and small scale 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)• Website maintenance experience preferred (WCMS)• Experience using various social media platforms for business preferred• Experience using graphic/ design software is an asset
Knowledge/Skills/Abilities <ul style="list-style-type: none">• Excellent communication (oral and written) and interpersonal skills• Knowledge of astrophysics at or beyond degree level• Demonstrated ability to work with faculty, staff and students from around the world with tact and diplomacy• Proven ability to exercise sound independent judgement and handle confidential information• Demonstrated problem-solving and analytical skills are required to deal with inquiries• Ability to manage multiple demands with attention to detail and confidentiality• 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:** Significant Internal relationships: Departmental Financial Officer, WCA Executive Committee, Office of Research, UW Service Offices (Financial, New Media, Food Services etc.) Significant External Relationships: Perimeter Institute, hotels & conference centers.
- **Level of Responsibility:** The position has specialized work with minimal supervision, provides guidance to others and works closely with the Centre Director. Coordinates multiple projects that have 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 Manages 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.