

Job Description

Job Title:	Administrative Assistant to the Chair
Department:	Applied Mathematics
Reports To:	Administrative Manager
Jobs Reporting:	None
Salary Grade:	USG 6
Effective Date:	July 2023

Primary Purpose

Reporting to the Administrative Manager, this position provides efficient and effective administrative support to the Chair's Office relating to academic recruitment, tenure, promotion, and retention processes, as well as coordinating the submission of information and documentation required to initiate and conclude various faculty relations processes.

The Administrative Assistant to the Chair personifies professional courtesy and absolute discretion when carrying out the duties of this position, handling complex situations as they arise, and maintaining utmost confidentiality of Faculty records and/or discussions.

The Administrative Assistant to the Chair is the frontline position liaising between the Chair's Office and i) the Dean's Office, ii) the Secretariat's Office (in particular Visa and Immigration Support Services) iii) international visitors, and local communities. This role represents the Chair to all visitors and callers to the office with professional courtesy, poise, and warmth; Understands and employs appropriate protocol with dignitaries and international guests by phone and in-person.

Key Accountabilities

Administrative Support to the Chair

- Provides executive assistance to the Chair and carries out duties as assigned to meet the teaching, outreach, public relations, and research activities and goals of the department, including maintaining the Chair's calendar.
- Liaises with faculty, staff, students, visitors, seminar speakers and external partners through queries and requests for information requiring a thorough understanding of University policies and procedures.
- Maintains utmost confidentiality concerning details of the Chair's discussions and correspondence.
- Organizes details for department committees and meetings, including but not limited to, supporting and serving as a resource, maintaining meeting agenda and minutes, running election votes, follow-up on relevant business.
- Facilitate the collection of signatures required and prepares correspondence and confidential documents for the Chair's signature, as required.
- Provides Administrative Manager up-to-date information on new appointments or any other activity in the Chair's office as they relate to department space, logistics and budget, and identifies and resolves problems either independently or in consultation with senior administrators in each of these areas.

Faculty Recruitment and Visitors and Immigration

- Works closely with the Chair, Administrative Officer - Faculty Relations, and the Senior Immigration Specialist in the recruitment of new faculty hires.

- Responsible for the administrative aspects of the faculty and sessional hiring process, including but not limited to, posting advertisements, maintaining, and preparing records for the online application system, maintaining shared database for viewing of application files and short-listed candidates, maintaining schedule of deadlines, meetings, and interview schedules, preparing draft UARC memo.
- Prepares interview invitation letter & schedule for candidates; In coordination with the Administrative Manager, arranges for local travel, hotel accommodation, on- and off-campus meals.
- Prepares appointment and rejection (Mathjobs) letters and Labour Market Impact Assessment as necessary.
- In consultation with the Dean's Office and the Secretariat's Office, prepares visiting and immigration documents for all faculty members, post-doctoral fellows, and international visitors.
- Serves as liaison with the local office of Human Resources Development Canada (HRDC) and Canada Immigration (CIC) to process appointments of non-Canadians and provides both Canadian and non-Canadian faculty members and visitors with information concerning Canadian immigration and employment policies.
- Provides transition support in coordination with the Administrative Manager on details including moving policy, financial and teaching obligations, as they pertain to offer letters.
- Attends lunch & learn information sessions offered by Provost Office.

Academic Appointments (Faculty, Definite-Term and Postdoctoral Fellows)

- Prepares pertinent paperwork for faculty, definite term, and postdoctoral appointments.
- Provides welcome package for new faculty members and ensures that all support services are arranged and provides information on university and academic policies and procedures, as required.
- Prepares sessional teaching contracts, liaising with Department Associate Chairs.
- Prepares cross-appointments, adjunct appointments, and administrative appointments.
- Monitors end dates of definite-term and probationary term appointments and ensures renewals are processed in a timely manner.
- Coordinates details for incoming visitors, including, but not limited to, office space, computer, telephone, computer accounts, and printing access.

Sabbaticals, and confidential records collection and maintenance

- Provides faculty members with sabbatical application materials, deadlines, and reviews sabbatical leave entitlements prior to submission to Department Chair and for Dean of Math approval.
- Maintains up-to-date faculty, definite-term, postdoctoral, professor emeritus and visitor files.
- Collects annual activity reports and assists with performance review process.
- Prepares statistics for annual reports and merit reviews.
- Responsible for compiling Tenure and Promotion package materials and supporting documentation in consultation with the faculty member and Chair; maintains a schedule of deadlines and meetings, prepares draft brief for the Chair and committee, and submits documents.
- Department file retention.

Other general department administrative duties

- Respond to general departmental inquiries, including the general department email account.
- Coordinates special events, including but not limited to, Distinguished Speaker Series, retirements, holiday party, picnic, in consultation with internal and external partners.
- Processes Pcard transactions and manages petty cash funds.
- Provides financial reconciliation, to include but not limited to, special events, purchase card transactions, petty cash fund, Watcard.

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- Provides communication support for web updates.
- Coordinates the annual submission of professional expense reimbursement (FPER) claims on behalf of faculty members in the department.
- Maintains departmental lists, including but not limited to, faculty, staff and visitor lists, departmental committees, sabbaticals, sessional appointments, adjuncts, and retirements.
- Responsible for the management and allocation of visitor and postdoctoral fellow space in the department, including key permit preparation and distribution, computers, and accounts.
- Coordinates with Administrative Manager the planning of minor renovations with the department including offices and meeting rooms.

**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 administration.

Experience

- 3-5 years of administrative experience in progressively responsible position, preferably in an academic environment.
- Demonstrated exceptional ability to manage the calendar of a senior leader with competing demands, changing priorities, and complicated international travel.
- Experience in the coordination of events/meetings and briefing materials for a senior leader.
- Experience with the application and interpretation of academic policies and procedures.
- Proficient in Microsoft Office, Outlook, Zoom, Microsoft Teams and Concur.
- Experience documenting relevant meeting minutes and action items.

Knowledge/Skills/Abilities

- Demonstrated ability to work within a high stress environment and operate with a high degree of confidentiality and discretionary judgment, be comfortable in an environment that requires shifts in priorities and be able to work quickly.
- Must be able to work independently and as part of a team.
- Sound knowledge of university policies and procedures.
- Demonstrated ability to take the initiative, and accurately complete detailed work.
- Excellent interpersonal and relationship building skills with a demonstrated ability to handle faculty, staff, and students from around the world with tact and diplomacy.
- International experience is an asset.
- Intermediate ability to use computer applications including word processing (MS Word, Excel, PowerPoint, and Outlook), database management, spreadsheets and webpage editing.
- Ability to compose correspondence.
- Demonstrated ability to maintain high levels of confidentiality when dealing with sensitive matters.
- Excellent verbal and written communication skills.
- Must possess cultural awareness, sensitivity, and patience to communicate and interact effectively.
- Display excellent problem-solving skills, sound judgement, and initiative to handle complex situations as they arise.

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- Thoroughness, accuracy, and attention to detail is essential.
- Ability to work well under pressure and with frequent interruptions.
- Willingness to adapt to changing priorities, schedules, and procedures with flexibility.
- Occasional evening/weekend work required for events.

Nature and Scope

- **Contacts:** This position requires communication with a wide range of internal contacts to obtain, clarify and discuss information, and when dealing with faculty and students, to present and discuss information and problems, leading to resolution. The position requires a sensitivity to the needs of a wide base, including faculty, sessional instructors, candidates, Postdoctoral Fellows, and visitors. Communication with internal staff to deal with operational matters, to influence and motivate others and to facilitate and settle highly sensitive matters. Communication with external staff to negotiate and reach agreement. Ability to work with a team at various levels of administration.
- **Level of Responsibility:** The position has specialized work with minimal supervision and provides guidance to others and works closely with the Department Chair, Administrative Manager and Associate Chairs. Coordinates multiple projects that 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:** Decide on task priorities given multiple deadlines and demands on diverse work portfolios that can impact department operation. Ability to make various event related decision in consultation with the Administrative Manager and Department Chair, as appropriate.
- **Physical and Sensory Demands:** Demands typical of an administrative position within an office environment.
- **Working Environment:** Minimal demands typical of an administrative position within an office environment.