

Job Description

Job Title:	Administrative Assistant to the Chair
Department:	Applied Mathematics
Reports To:	Chair and Administrative Manager
Jobs Reporting:	None
Salary Grade:	USG 5
Effective Date:	January 2021

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 and 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 is equally accountable to the Chair and the Administrative Manager.

The Administrative Assistant to the Chair is one of the frontline positions 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. The Assistant represents the Chair to all visitors and callers to the office with professional courtesy, 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, including maintaining the Chair's calendar;
- Maintains utmost confidentiality concerning details of the Chair's discussions and correspondence;
- Organizes details for department committees and meetings, maintains meeting agenda and minutes, running election votes, follow-up on relevant business;
- Facilitates 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 the Administrative Manager.

Faculty Recruitment and Visitors Immigration

- Works closely with the Chair, Administrative Manager 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 applications files and short-listed candidates; maintaining schedule of deadlines, meetings, and interviews schedules, preparing draft UARC memo;
- Prepares interview invitation letter and 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;

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- 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/graduate students;
- Serves as liaison with the local office of Human Resources Development Canada (HRDC) and Canada Immigration (CIC) to process appointment of non-Canadians, and provides both Canadian and non-Canadian faculty members and visitors with information concerning Canadian immigration and employment policies;
- Attend lunch and learn sessions offered by the Provost Office.

Academic Appointments (Faculty, Definite-Term and Post-Doctoral Fellows)

- Prepares paperwork for faculty, definite term and postdoctoral appointments;
- Coordinates with the Administrative Manager to ensure that all support services are arranged, and provides information on university and academic policies and procedures as required;
- In liaison with the Administrative Manager, 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, 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 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 faculty member and Chair; maintaining a schedule of deadlines and meetings; preparing draft briefs for the Chair and committee, and submission of documents;
- Department file retention.

Other general department administrative duties

- Prepare travel claims and expenditure reimbursement requests for faculty, graduate students and visitors in compliance with University Policy and Tri-Agency Granting requirements
- Prepares travel expense claims for faculty members, graduate students and visitors;
- Responsible for general department; inquiries, including the general department email account;
- Assists with departmental special events, including but not limited to, Distinguished Lecture Series, Colloquium series, retirements, internal and external partners;
- Maintains departmental lists, including but not limited to, faculty, staff and visitor lists, departmental committees, sabbaticals, sessional appointments, adjunct, retirements;

**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

- University degree, post-secondary diploma, or equivalent combination of education and experience

Experience

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- Minimum 2 years' experience in administrative roles with increasing level of responsibility.

Knowledge/Skills/Abilities

- Demonstrated high level of organization and ability to manage high volumes of activity and change.
- Demonstrated ability to maintain confidentiality and support the needs of a senior management team.
- Excellent written and verbal communications.
- Sound knowledge of university policies and procedures.
- Excellent interpersonal and relationship building skills with a demonstrated ability to handle faculty, staff and students from around the world with diplomacy.
- Intermediate ability to use computer applications including word process (MS Word, Excel, PowerPoint, SharePoint and Outlook), data management;

Nature and Scope

- **Contacts:** The position requires communication with a wide range of internal contacts including faculty, staff, students, visitors, Dean's Office, Secretariat, Legal and Immigration Services and external partners.
- **Level of Responsibility:** This position often works with minimal supervision and works closely with the Department Chair, Administrative Manager and Associate Chairs. Coordinates multiple projects that simultaneously meets competing deadlines. Exercises sound judgement and deals with highly sensitive documents. Ability to anticipate, analyze, strategize, determine priorities, take initiative and to have a high degree of time-management skill; the flexibility to adapt to changing priorities.
- **Decision-Making Authority:** Decide on task priorities given multiple deadlines and demands on diverse work portfolio that can affect departmental operation. Ability to make various event related decision in consultation with the Administrative Manager and Department Chair.
- **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.