

## Job Description

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<b>The Job Title:</b>	Administrative Assistant and Financial Coordinator
<b>Department:</b>	Office of the Associate Vice President, Academic Operations Office of the Associate Vice President, Faculty Planning and Policy
<b>Reports To:</b>	Associate Vice President, Academic Operations Associate Vice President, Faculty Planning and Policy
<b>Jobs Reporting:</b>	None
<b>Salary Grade:</b>	USG 6
<b>Effective Date:</b>	August 2023

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### **Primary Purpose**

This position is responsible for the development and organization of administrative systems to support the Associate Vice President, Academic Operations and the Associate Vice President, Faculty Planning and Policy. The Administrative Assistant provides senior executive administrative support to the Associate Vice President, Academic Operations and the Associate Vice President, Faculty Planning and Policy.

This position is responsible for providing financial guidance and ensures that all financial activity in both Associate Vice President Offices conforms to the University's financial policies and procedures.

The Administrative and Financial Coordinator is the first point of contact for visitors to the Offices of the Associate Vice President, Academic Operations and Faculty Planning and Policy.

### **Key Accountabilities**

#### **Administrative Support**

- Manages the scheduling of meetings for the Associate Vice Presidents, Academic Operations and Faculty Planning and Policy.
- It is essential to be mindful of the calendars, to be aware of any issues or upcoming meetings, and to ensure the information flow complements the respective schedules. Facilitation of these meetings may include booking facilities, preparation and/or distribution of meeting materials, catering requests, parking requests, etc.
- Provides executive level administrative support to both Associate Vice Presidents, which can include preparation of confidential materials.
- Responsible for the successful operation of the Offices of the Associate Vice Presidents' reception area. This includes greeting visitors, answering questions, providing directions, etc.
- Manages and coordinates travel preparations for both Associate Vice Presidents, which can include transportation, accommodation, conference registration, etc.
- Responsible for office supplies, which includes purchasing and distributing supplies, ensuring supplies inventory is adequate for the Offices, organization, and maintenance of the supply room.
- Assists with the coordination of office equipment maintenance and purchases.
- Provides ongoing support to other members of the Offices.
- Assists with the maintenance of Electronic Faculty Files.
- Responsible for preparation and tracking of key permits and has signing authority for keys.

#### **Financial Coordination**

- Monitors appropriate use of Office accounts for accuracy and consistency with UW policies and guidelines.

## Job Description



- Completes purchase requisitions for Office purchases.
- Reviews all Office operating expenses as well as research accounts.
- Reconciles Office expenditure, including P-card on a monthly basis.
- Provides day-to-day preparation and processing of all Finance forms related to the operating and research budgets of both Offices.
- Liaises with the Office of Research, as necessary, monitors expenditures and commitments on the Associate Vice Presidents' research grants under the framework of Research Financial Compliance.
- Initial reviewer of Concur expenses to ensure accuracy, receipts attached, expenses complete.
- Unit4 & SharePoint representative.
- Records routine financial transactions in a timely manner, verifying accuracy, approvals and ensuring appropriate policies are applied.

### **Event Coordination**

- Schedules all aspects of events hosted by the Associate Vice Presidents.

### **Other Duties**

- Performs other duties of a comparable level/type as assigned.

*\*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**

- College Diploma or University Degree
- Equivalent combination of education and/or experience will be considered

### **Experience**

- A minimum of 4 years of experience in an office work environment that includes providing senior executive level support to multiple individuals.
- Experience in financial administration is preferred.

### **Knowledge/Skills/Abilities**

- Excellent listening skills and the ability to communicate clearly both verbally and in writing are mandatory.
- Extensive administrative experience with a demonstrated ability to manage multiple tasks, meet deadlines, and excel in a fast-paced environment with changing priorities. Must have strong planning and organizational skills, exceptional time-management and demonstrated meticulous attention to detail.
- Must be results-oriented and a proven team player.
- Aptitude for attention to detail and accuracy are essential.
- Flexibility to adapt to unexpected and time sensitive demands.
- Demonstrated ability to take initiative with a commitment to process improvement.
- Demonstrated ability to problem solve.
- Working and demonstrating a team-based approach is a necessity as it is a small administrative unit with the need to work in an efficient and anticipatory environment. The need for quick and accurate analysis of issues, constant communication of priorities, and collegial resolution to matters is expected.
- Strong customer focus, sensitivity to diversity, excellent judgment ability, display of discretion and diplomacy is required.

## Job Description



- High degree of responsiveness and ability to maintain absolute confidentiality. Portray a professional image by interacting knowledgeably and courteously with all. Ability to remain calm in stressful situations.
- Methodical and thorough when considering solutions to issues. Ability to trouble shoot and problem solve independently as well as when part of a team.
- Advanced technical skills to include: Word, Excel, PowerPoint, Outlook, Microsoft Teams

### Nature and Scope

- **Contacts:** It is important that the Office Assistant responds in a helpful and timely manner, maintaining professionalism, and strict confidentiality at all times. Communicates and creates first impression with a number of key internal and external stakeholder groups, including: Office of the Provost and other executive level Offices, senior administrators.
- **Level of Responsibility:** The Office Assistant must act with tact, professionalism, and confidentiality at all times. This position performs no direct supervision of others. The role has a mix of defined, specialized and routine tasks and unusual or one-time requests. Financial Accountability Responsible for the administration and reconciling of a P-card (\$10k), which is mainly used for transactions related to office supplies and events. The Office Assistant may also use a purchasing card to register the Associate Vice Presidents at various administrative functions. As scheduler on behalf of the Associate Vice Presidents, the Office Assistant must have the ability to make independent decisions when conflicts arise.
- **Decision-Making Authority:** The Office Assistant is responsible for prioritizing conflicting requests with the ability to make independent decisions when conflicts occur. Exercising good judgement, discretion and flexibility in juggling a busy schedule is a must. They are an individual who can multi-task and make quick decisions in order to properly refer visitors. As the first contact in the Office, the individual must be well informed regarding the schedule of all staff. They decide upon appropriate information or actions to queries, including re-directing to the appropriate office.
- **Physical and Sensory Demands:** Minimal demands typical of a position operating within an office environment; periods of extensive sitting and concentrated use of visual senses.
- **Working Environment:** Minimal exposure to disagreeable conditions typical of a position exposed to stress and pressure associated with administrative responsibilities. Responsiveness is critical to the role. Some exposure to stressful situations caused by interruptions and lack of control over work pace due to irregular and/or high-volume workload.