

Job Description

(For Positions in CAW Local 555, Unit 1)

Job descriptions do not include every duty that an individual in a position performs. They are intended to be representative and characteristic of the duties required and the level of work performed. Depending upon the size of the department or unit and its functional activities, incumbents who fall into this category may perform all of the duties listed below or, in the case of large departments or units, may be assigned to designated specialized functions.

JD #:	JD00595	Pay Grade:	4
JD Title:	Administrative Assistant, Academic (I)	JD FTE Hours:	35
Job Family:	Administrative		

General Description

Responsible for providing administrative support for an academic program or department that requires a thorough understanding of established functions, policies, and procedures. Performs the duties of the position in accordance with established policies, procedures, and calendar of events.

Representative Duties & Responsibilities

- Review and process applications for internal and external scholarship competitions and program admission.
- Compile and distribute application and admission files for review by the Admissions Committee.
- Assess and summarize the qualifications of eligible applicants and ensure that all applications are complete.
- Provide updates to applicants about the status of their application.
- Coordinate and organize regularly recurring events such as registration, timetabling, room bookings, examinations, committee meetings, and course material requests.
- Monitor and review program registrations and liaise with other departments to process changes to student records and registration.
- Compile course information and update course calendar information.
- Apply standard mathematical skills such as calculations, formulas, and equations to perform routine calculations.
- Greet visitors, answer or redirect general inquiries in person, by telephone and via email and respond independently to inquiries that are specific in nature and require a thorough knowledge of established policies and procedures.
- Provide program and admissions information to potential applicants, students and faculty.
- Act as a liaison between students and the various individuals and offices within and external to the department.
- Inform faculty of established procedures for exam preparation and grade submissions. Ensure that proper procedures are followed and deadlines are adhered to.
- Ensure that there are no conflicts with student timetables and work with the appropriate office to resolve course conflicts.
- Monitor student course registration and provide electronic permissions to allow students to enrol in limited enrolment courses.
- Monitor budgets and reconcile accounts. Complete financial forms such as travel expense reports, electronic cheque requisitions, purchase orders and journal entries.
- Gather and compile the paperwork required to facilitate hiring and payment processes.
- Input financial and employee information required to process pay.
- Write a variety of documents such as correspondence, reports, and meeting minutes.
- Format, word process, edit, and proofread a variety of documents and materials.
- Gather and compile data and documentation for a variety of reports, memos, and program activities.
- Gather, assemble, and distribute documentation required for registration, course material, grade appeals, reinstatements, course overload and prerequisite permissions, and transfer credits.
- Collect, verify, and input data into a variety of spreadsheets and databases.
- Update and maintain information and content on websites and social networks.
- Coordinate the calendar of supervisor and resolve scheduling conflicts.
- Schedule and coordinate meetings including room bookings, agendas, catering and travel arrangements.

Representative Duties & Responsibilities

- Monitor and order office supplies.
- Source and obtain pricing information for office supplies and equipment.
- Set up and maintain filing systems, both electronic and hard copy.
- Classify, sort, and file correspondence, records, and other documents.
- Update and maintain confidential files and records. Handle sensitive material in accordance with established policies.
- Assemble, copy, collate, and disseminate a variety of documents and materials.
- Open and distribute incoming mail and faxes.
- Prepare outgoing mail, faxes, and courier shipments.
- Maintain the confidentiality of student files and documents.

Supervision

- No formal supervision of others is required.
- Provide orientation and show procedures to others.

Qualifications

- 2 year Community College diploma in Office Administration or related field of study.
- Requires 3 years of relevant experience.

Effort

Physical Effort:

- A typical work day consists of greater than 3.5 hours of low physical effort for activities such as:
 - Intermittent periods of keyboarding to word process documents, enter data into databases and enter financial information into spreadsheets.
- Elements of moderate physical effort are not a regular feature of this job.
- Elements of high physical effort are not a regular feature of this job.

Mental Effort:

- A typical work day consists of up to 2 hours of routine mental effort for activities such as:
 - Collecting routine information, filing documents, word processing routine documents such as correspondence and forms, and inputting data into databases and spreadsheets.
- A typical work day consists of greater than 3.5 hours of moderate mental effort for activities such as:
 - Monitoring budgets and reconciling accounts.
 - Responding independently to inquiries that are specific in nature and require a thorough knowledge of established policies and procedures.
 - Providing program and admissions information to potential applicants, students and faculty.
 - Acting as a liaison between students and the various individuals and offices within and external to the department.
- Elements of high mental effort are not a regular feature of this job.

Working Conditions

Physical Environment:

- There are no adverse physical environment conditions inherent to the job.

Psychological Environment:

- Occasionally interacts with individuals who may be rude or upset.
- Frequently handles competing requests and simultaneous deadlines.

Health & Safety:

- Risk to the incumbent is no higher than for the general population.

Job Description Rating Sheet

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Job Family:	Administrative		

Factor	Subfactor	Level Rating	Points
Skill	1. Applied Reasoning and Analytical Skills	3.5	71
	2. Breadth of Knowledge	2.0	13
	3. Adaptation to Change/Updating of Learning	2.0	12
	4. Interpersonal Skill	2.0	23
	5. Education and Experience	D3	60
	6. Dexterity and Coordination	2.0	12
Effort	7. Physical Effort	1.0	3
	8. Mental Effort	3.0	55
Responsibility	9. Planning and Coordination	2.5	37
	10. Responsibility for Others	1.0	10
	11. Accountability for Decisions Actions Affecting People, Assets, and Information	2.0	39
Working Conditions	12. Physical Environment	1.0	3
	13. Psychological Environment	2.0	10
	14. Health and Safety	1.0	5