

## 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 #:	<b>JD00689</b>	Pay Grade:	<b>6</b>
JD Title:	<b>Administrative Assistant, Academic (Tenure and Promotion)</b>	JD FTE Hours:	<b>35</b>
Job Family:	<b>Administrative</b>		

### General Description

Responsible for providing administrative support for an academic program or department. Plans and coordinates a variety of academic program or department events and activities and is also accountable for monitoring the graduate program budget and forecasting financial gains and shortfalls. Also responsible for coordinating the recruitment and tenure and promotion processes for part-time and full-time faculty for a Faculty or School. Serves as a primary resource regarding administrative issues for recruitment, tenure and promotion procedures. Performs the duties of the position in accordance with established policies, procedures, and calendar of events. Responsible for ensuring adherence to quality standards and procedures for short-term staff.

### Representative Duties & Responsibilities

- Coordinate the submission of information and documentation required to initiate and conclude various recruitment, tenure and promotion processes.
- Review candidate documentation and prepare recommendations for review by others.
- Adhere to University guidelines and policies when compiling information required for the recruitment, reappointment, or promotion of faculty.
- Gather, compile, and review candidate documents and follow up, as needed, with candidates for more information.
- Gather, compile, and summarize information from a variety of sources such as candidate reviews.
- Identify and analyze problems with the program and prepare recommendations for review and approval.
- Investigate questions and resolve problems concerning program, curricula, and admissions.
- Inform faculty of student eligibility for funding opportunities and discuss funding scenarios and scholarship options on a case by case basis.
- Advocate on behalf of students who require accommodations or non-standard arrangements with regards to funding and program requirements.
- Collect, analyze, assess, and summarize information relevant to the decision making process and develop recommendations for final approval and implementation.
- Identify external funding opportunities and identify candidates in the program who meet the criteria for these competitions.
- Plan and coordinate a variety of events and activities such as seminars, workshops, and conferences.
- Create financial projections and make adjustments to the program budget throughout the fiscal year.
- Deliver a variety of academic program or department presentations.
- 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.

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## **Representative Duties & Responsibilities**

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- 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.
- 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.

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## **Supervision**

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- Ensure adherence to quality standards and procedures for short-term staff.

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## **Qualifications**

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

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## Effort

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### 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:
  - Identifying and analyzing problems with the program and preparing recommendations for review and approval.
  - Investigating questions and resolving problems concerning program, curricula, and admissions.
  - Collecting, analyze, assess, and summarize information relevant to the decision making process and develop recommendations for final approval and implementation.
  - 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.

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## Working Conditions

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### 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

(For Positions in CAW Local 555, Unit 1)

JD #:	<b>JD00689</b>	Pay Grade:	<b>6</b>
JD Title:	<b>Administrative Assistant, Academic (Tenure and Promotion)</b>	Total Points:	<b>440</b>
Job Family:	<b>Administrative</b>		

Factor	Subfactor	Level Rating	Points
<b>Skill</b>	1. Applied Reasoning and Analytical Skills	<b>4.0</b>	83
	2. Breadth of Knowledge	<b>2.0</b>	13
	3. Adaptation to Change/Updating of Learning	<b>2.0</b>	12
	4. Interpersonal Skill	<b>3.0</b>	39
	5. Education and Experience	<b>D3</b>	60
	6. Dexterity and Coordination	<b>2.0</b>	12
<b>Effort</b>	7. Physical Effort	<b>1.0</b>	3
	8. Mental Effort	<b>3.0</b>	55
<b>Responsibility</b>	9. Planning and Coordination	<b>3.0</b>	46
	10. Responsibility for Others	<b>2.0</b>	33
	11. Accountability for Decisions Actions Affecting People, Assets, and Information	<b>3.0</b>	66
<b>Working Conditions</b>	12. Physical Environment	<b>1.0</b>	3
	13. Psychological Environment	<b>2.0</b>	10
	14. Health and Safety	<b>1.0</b>	5