UNIVERSITY OF VICTORIA
CUPE LOCAL 951 POSITION DESCRIPTION

JOB: Secretary/PB 10
TITLE: Assistant to the Dean

DEPARTMENT: Faculty of Education
POSITION NO: 997431

SUPERVISOR: Administrative Officer
LAST UPDATED: February 2015

SUMMARY:
The Deans’ Assistant works as part of the Deans’ Office administrative team that supports the activities of the Deans’ Office and the Faculty of Education and contributes to the overall function of the office.

The Assistant provides secretarial and reception services, and administrative support to the Dean and the Faculty of Education. As the first point of contact for the Deans’ Office, the Assistant responds to queries and requests and acts as a resource for information, procedures and policies for the Faculty of Education, organizes meetings and appointments, and manages and maintains Faculty of Education records and files.

The Assistant coordinates all aspects of the Faculty of Education standing committees and provides administrative support for special events and projects.

MAJOR RESPONSIBILITES AND DUTIES:

1. Responsibility: Administrative Support for the Dean - 30%

Duties:
• Coordinate the calendars for the Dean; and schedule meetings between the Dean and outside organizations, members of the university, faculty, staff, and students.
• Respond to routine and non-routine verbal and email enquiries; draft responses for the Dean’s signature to correspondence, memos, etc.
• Is the point of contact for external agencies (Ministry of Education, Ministry of Advanced Education, School District Superintendents, Canadian Association of Deans of Education, Association of BC Deans of Education, Western Deans of Education, etc.) in compiling and providing required documentation and information;
• Provide information and advice on a variety of complex University and Faculty policies and procedures requiring clarification, interpretation and application to members of the Faculty, department admin offices and students.
• Provide leadership to Chairs’ Assistants by providing guidance and direction on University and Faculty policies and procedures.
• Arrange travel itineraries including international and national travel schedules and appointments (air, hotel, conference fees, etc.) for the Dean and complete travel expense claim forms, payment requisitions, etc.
• Faculty recruitment - provide information to the Dean with respect to salary, date of hire, in preparation for negotiations with candidates for faculty positions.
• Prepare offer letters and appointment forms and packages for new faculty hires.
• Proof the merit spreadsheets for faculty members; ensure corrections are made if required; determine merit increments available to each department/school and inform chairs/director; review salary committee recommendations and ensure the correct number of MIs have been distributed at the correct percentages; complete the spreadsheet; ensure back up paperwork is available to attach to salary sheets after completion; prepare salary memos for the Dean’s signature, proof salary information through FAST HR.

2. Responsibility:
Provide assistance to the Faculty on all faculty personnel matters, reappointments, tenure, and promotion. Conduct searches for administrative positions (Associate Deans, Chairs, Director) and hold elections for elected committees. 30%

Duties:
• Provide advice to the Dean with respect to reappointment, tenure and promotion.
• Draft reappointment and tenure and promotion letters for the dean’s signature.
• When conflicts of interest arise on departmental/school personnel matters, handle departmental ARPT paperwork, research appropriate referees, compose letters for referees, set meetings and book rooms, edit reports from ARPT committee.
• Create memos and position status change request forms for faculty for sick and maternity leaves, leave of absence, reduced position FTEs, etc.
• Liaise with Human Resources and VPAC regarding leaves.
• Maintain a confidential filing system for personnel files, budget information, general Dean’s office files, and determine appropriate handling and storage of documents.
• Run elections for search committees for administrative positions (Chairs, Directors, Associate Deans), and for one committee (Salary Committee), explain the procedures, send correspondence to faculty members, arrange dates and rooms for presentations, ensuring copies of feedback forms are available, collect and copy questions for interview committee, prepare, mail & collect ballots, find scrutineers, explain the process to them, prepare final memos and appointment forms for Vice-President Academic, Human Resources and faculty.

3. Responsibility: Meeting support; committees, special events. 20%

Duties:
• Draft agendas, for Faculty and Deans/Chairs/Directors meetings.
• Take and transcribe minutes at faculty and DCD meetings.
• Take minutes at extremely confidential personnel panels.
• Set dates for committee meetings.
• Communicate with Chairs/Director regarding committee membership.
• Track and bring forward to the Dean’s attention, action items or items required for scheduled meetings.
• Book meeting rooms for faculty, DCD, and committee meetings.
• Make all necessary arrangements for events such as receptions, lunches, retreats, and conferences - select dates, book facilities, catering and accommodation (if required), arrange agenda and background materials, prepare information for all meeting/conference participants, arrange for technical support when required. Provide advice, direction and assistance to faculty and staff regarding special events or projects. Research venues for off campus special events such as retreats and conferences including visits to examine facilities.

• Assist with events; advertise, book rooms, order catering, order tables/chairs/A/V equipment and support; send invitations and collect rsvps; set photography appointments and order framing for award winners.

• Manage budget for smaller events (up to $10,000).

• Organize special events, welcome back breakfast, lunches, etc.

4. Responsibility: *Key management, FMIS, office supplies 10%*

**Duties:**

• Maintain key inventory; maintain card system and spreadsheet for keys taken out by faculty, staff, and students including research offices.

• Accept key deposits and initiate refunds.

• Order keys as required.

• Submit FMIS requests for any problems in MacLaurin Building.

• Order office and photocopier supplies as needed.

• Order special supplies, floral arrangements and prepare payment requisitions.

• Order promotional materials.

5. Responsibility: *Miscellaneous 10%*

**Duties:**

• Upload information to Connect. SharePoint.

• Order catering for meetings as required.

• Manage booking system for Education meeting room, MAC A341 for the Faculty.

• Liaise with departments to amalgamate faculty files for archives.

• Monitor and verify University Club statements for the Dean’s approval.

• Maintain office petty cash and submit receipts to replenish as required.

• Reception for the faculty - responds to enquiries (in-person, phone, email) and provides information and advice to faculty, staff, students and the community.

• Sort and distribute mail, send and receive courier packages.

• Fax, scan or photocopy documents as required. Maintain photocopy machines.

• Lost and found for the building.

• Revise Faculty policies, procedures and terms of reference in consultation with the Deans.

• Prepare and sign web requisitions.

6. Responsibility: *Building Emergency Coordinator*

**Duties:**

• Chair Building Safety Committee meetings.

• Set meetings and book rooms; create agenda.

• Plan and execute annual fire drill and annual earthquake drill.
**REQUIRED QUALIFICATIONS:**

**Skills:**
- The ability to coordinate projects, multitask, and manage sensitive time-lines for the accomplishment of objectives that have significant impact on personnel matters.
- The ability to autonomously develop efficient and effective strategies is important in order to effectively problem solve, prioritize, and manage the administrative process of an increasing and multi-faceted workload.
- The ability to independently process and interpret written policy and guidelines.
- Excellent oral and written communication and organizational skills and a high degree of computer expertise in order to function effectively using the campus and Faculty centralized systems.
- A comprehensive understanding of institutional policies, procedures, rules and practices is necessary for the successful performance of this position. This includes keeping abreast of the current rules and regulations at UVic particularly the Collective Agreement.
- Ability to work on several projects, requests and challenges at the same time with changing deadlines.
- Resourcefulness and problem solving skills.
- Willingness to work as part of team or without supervision, and the interpersonal skills to carry out this role effectively and efficiently.
- Diplomacy, tact, professionalism and understanding of confidentiality are required at all times, as are the maturity and confidence to work with university and government officials at the highest level.
- Ability to work quickly and accurately with frequent interruptions.
- Recognition of the need for discretion and confidentiality in working with sensitive material.
- Ability to say “no” graciously.
- Some accounting knowledge required.
- Ability to relate effectively with faculty, staff, students and the general public, exercising initiative, good judgment, tact and diplomacy regarding sensitive and confidential matters.

**Specialized Knowledge/Education:**
- High level of computer skills including MS Office applications and experience working with complex databases and spreadsheets in a Macintosh environment.
- Records Management
- Accounting – Knowledge of AP, AR and Reconciliation

**Experience:**
- 5 years in a senior administrative support role within a post-secondary academic environment.
- Experience in UVic information systems desirable.

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