**UNIVERSITY OF VICTORIA**  
**CUPE LOCAL 951 POSITION DESCRIPTION**

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<tr>
<th>JOB: Secretary/PB6</th>
<th>TITLE: Administrative Assistant</th>
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<td><strong>DEPARTMENT:</strong> Human and Social Development, HSD Research, Communications and Professional Development Office (RCPD)</td>
<td><strong>POSITION NO:</strong> 993394</td>
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<td><strong>SUPERVISOR:</strong> Administrative Officer, RCPD Office (PEA)</td>
<td><strong>LAST UPDATED:</strong> July 2015</td>
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**SUMMARY:** *(Provide a brief summary of the primary functions and purpose of the position)*

The Administrative Assistant, will assist the faculty of Human and Social Development in creating a strong research-intensive environment supported by the Faculty’s new administrative unit, the office of Research, Communications and Professional Development (RCPD).

This faculty-level administrative unit is the first point of contact for research services for faculty members and research grant employees internal to HSD as well as to external university partners and the Office of Research Services and Research Accounting. The administrative assistant will provide support in the coordination and delivery of research-oriented administrative processes for the unit as well as providing expertise on the grant application process from initial development to approval and sign off by the Dean.

**MAJOR RESPONSIBILITIES AND DUTIES:** *(In order of importance to a maximum of 8)*

1. **Responsibility: Office Management and Financial Administration**

   **Duties:**
   - First contact for information and services provided by the unit for HSD faculty and staff and with related University departments; answers general telephone and in-person enquiries as well as the RCPD general office email;
   - Monitors the RCPD unit’s FAST account; tracking and reconciling expenses;
   - Processes appointment, payroll, expense/travel claims for approval;
   - Assists with the development and maintenance of an RCPD website;
   - Creates and manages moodle sites as an internal information resource for faculty and staff members;
   - Schedules and coordinates research grant workshops and research information sessions for faculty and staff presented by the unit;
   - Maintains publication bulletin board with current faculty publications and information of note;
   - General office tasks such as ordering and maintaining supplies; filing; photocopying; etc.
2. Responsibility: Grant Administration

Duties:

- Disseminates granting council information to faculty through weekly or monthly emails as flow of information requires; monitors grant funding websites to identify relevant funding opportunities;
- Confirms grant applications include all required information and supporting documents for approval by the unit’s administrative manager;
- Interprets and apply policies; provides advice on agency and university policy compliance for grant proposal submissions;
- Provides advice and guidance for the UVIC Ethics application procedure, ensuring forms are complete for signing approval;
- Provides information on grant approval and signature process, ensuring all conditions of the granting agency are met;
- Assists faculty members with online proposal submission systems;
- Provides information on research funding audit processes and reporting procedures and requirements;
- Assists faculty members with formatting, copying, scanning of graduate applications as needed;
- Maintains research/grant application and award statistics in database;
- Assists with production of School research publications and planning of research conferences and monthly research conversations;
- Assists with the hiring and training of research grant assistants (RAs)

3. Responsibility: Support RCPD and Joanna Briggs Institute Committees

Duties:

- Prepares agendas and takes minutes at monthly research committee meetings, including PhD seminars, the School of Nursing’s Research and Scholarly Committee and the monthly Joanna Briggs Institute core team meetings.

REQUIRED QUALIFICATIONS:

Identify the qualifications required to perform the job. These should be directly related to the work and not to the education and experience level of the current incumbent.

Skills:

- Strong organizational and time management skills
- High attention to detail while managing deadlines
- Ability to work independently as well as in a team environment
- Ability to prioritize work; problem solve and take initiative in sourcing information
- Excellent written and verbal communication skills

Specialized Knowledge/Education:

- Ability to use visualisation tool producing high quality graphics and tables
- Experience with University systems, including FAST and BANNER
- Demonstrated knowledge of word processing and general office procedures
- Experience using Adobe Creative Suite as well as Adobe Pro would be considered an asset
- Knowledge of university policies and procedures and the office of Research Services would be
considered an asset

**Experience:**
- 3 to 5 years related experience in a general office environment
- Experience and proficiency with a variety of standard office equipment and software programs, including databases and website publishing programs

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