UNIVERSITY OF VICTORIA
CUPE LOCAL 951 POSITION DESCRIPTION

JOB: Clerk/ PB 6

TITLE: Administrative Assistant

DEPARTMENT: Art History & Visual Studies

POSITION NO: 997961

SUPERVISOR: Chair

LAST UPDATED: May 9, 2017

SUMMARY:

Art History & Visual Studies is an academic unit within the Faculty of Fine Arts. Under the supervision of the Department Secretary, the Administrative Assistant is the front line receptionist that provides excellent customer service to students, faculty, staff and the public. This position also supports the Department Chair in a secretarial and administrative role. Responsibilities will include mapping/planning of the annual timetable, website maintenance, monitoring budget expenditures for faculty members, processing online booking requests, providing advice regarding University and Faculty policies and procedures to staff, students, faculty and external community members.

MAJOR RESPONSIBILITIES AND DUTIES:

1. **Responsibility: Provide secretarial and administrative support to the Chair, Faculty, Department Secretary, students and the general public. 60%**

   Duties:
   
   - Provide front line support/reception for the department- telephone and in-person inquires.
   - Prepares administrative forms as required: FAMIS requests, add/drop forms, academic concession forms
   - **Track departmental key assignments**
   - Maintain student files in accordance with the Directory of Records
   - Complete purchase orders and web requisitions as required
   - Maintain faculty official performance and personnel files as set out in the Collective Agreement between the University and the Faculty Association
   - Monitor and replenish general office supplies
   - Order desk copies and textbooks for faculty and sessional lecturers
   - Assist faculty members with expense claims
   - Provide logistical support for annual faculty and graduate student symposium
   - Complete student course overrides in Banner
   - Monitor and track annual budget for office supplies through monthly reconciliation
   - Execute departmental Orion Visiting Artist applications and arrangements (including guest travel) as set out in the Terms of Reference
   - Takes minutes for various meetings
## 2. Responsibility: Timetabling 30%

**Duties:**
- Assist Chair in scheduling the department’s trimester timetable
- Review timetable for potential course conflicts and deficiencies in the different areas of study within Art History & Visual Studies
- Confirm special topic courses are identified correctly in the University timetable
- Liaise with faculty concerning classroom assignments
- Provide Chair with data on class enrolments to support enrolment management decisions

## 3. Responsibility: Website 10%

**Duties:**
- Develop and design website content in accordance with departmental and University Communication & Marketing standards
- Maintain Social media - Twitter, Facebook & additional blogging platforms

### REQUIRED QUALIFICATIONS:

**Skills:**
- Ability to organize large volumes of work and work under pressure to meet deadlines with constant interruptions.
- Excellent attention to detail and accuracy
- Ability to work independently
- Ability to maintain confidentiality
- Excellent communication and writing skills
- Advanced Microsoft Office skills (Outlook, Excel, Word, Powerpoint)
- Proficient in using Cascade, Photoshop

**Specialized Knowledge/Education:**
- General knowledge in the use and navigation of complex information systems (e.g. Banner), accounting systems (e.g. FAST), and service request systems (e.g. FAMIS)

**Experience:**
- Minimum one year of experience working in an office administration position.
- Experience working with undergraduate students would be considered an asset.

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