PEA Job Description

1. Position Identification

<table>
<thead>
<tr>
<th>Position Number</th>
<th>992171</th>
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<tbody>
<tr>
<td>Position Title</td>
<td>Administrative Officer</td>
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<tr>
<td>Department</td>
<td>Division of Learning and Teaching Support and Innovation</td>
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<tr>
<td>Reports to</td>
<td>Executive Director</td>
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<tr>
<td>Number of Direct/Indirect Reports</td>
<td>Direct 3</td>
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<tr>
<td>Classification Level</td>
<td>SG9</td>
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<tr>
<td>Last Updated</td>
<td>November 2017</td>
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2. Position Summary

The Division of Learning and Teaching Support and Innovation is an academic support department in the University, which reports to the Office of the Vice President Academic and Provost. The division has four portfolios of responsibility, each with its own Director. The portfolio areas are: Technology Integrated Learning, Teaching Excellence, Student Academic Success and Curriculum Renewal & Strategic Priorities.

The Administrative Officer (AO) is responsible for the administrative, financial and management functions of the Division and supports the Executive Director with strategic planning and priorities. The position reports directly to and works closely with the Executive Director. The AO will deal with the immediate everyday administrative demands of the Division office and support the ED to meet long-term planning and academic goals of the division in conjunction with the strategic goals of the division and university. The AO provides leadership, advice, direction and problem solving on matters related to interpretation of university policies and procedures.

The AO coordinates and manages the financial functions of the Division, including budget analysis, forecasting, and monitoring of operating budgets and specific purpose accounts. In addition, the AO advises and assists directors and staff on university policy and procedures regarding purchasing and accounting.

The AO is responsible for the direct supervision of 3 office staff - 1 CUPE and 2 PEA staff, and the hiring of annual sessional appointments. Additionally, the AO works collaboratively with the Division Directors to coordinate office administrative procedures; provides advice, guidance and direction to the Executive Director and Directors regarding union contracts, hiring policy and other human resources issues; and, manages office space allocation.

The AO is responsible for reviewing and maintaining the content of the department's website and social media, including evaluating and coordinating communications for distribution. The AO will attend the Division Director’s Council meetings chaired by the Executive Director and will assume any special projects assigned by the Executive Director.
### 3. Key Responsibilities and Expectations

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<th>Key Responsibilities</th>
<th>Expectations:</th>
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| **Division Administration** 50% | • Manages day-to-day operations of the Division ensuring procedures are communicated to staff and University policies and procedures are followed  
• Coordinates office administrative procedures and work flow  
• Works collaboratively with staff to establish office policies and protocols  
• Manages Division space  
• Assists the ED with Enhanced Planning reporting  
• Attends Division leadership meetings  
• Supports development and implementation of the Division’s strategic plan  
• Coordinates LTSI newsletter production, managing the design and distribution of the newsletter to stakeholders  
• Evaluates and coordinates communications for distribution to listservs and other forms of social media, as appropriate  
• Responsible for website maintenance  
• Responsible for university calendar updates |
| **Financial management and budget administration** 15% | • Assists the Executive Director with budget analysis and forecasting including preparation of reports on program and administrative costs of programs and projects  
• Monitors and manages the department's operating and specific purpose accounts for grants, scholarships and awards  
• Implements and approves purchases  
• Works with the Division ED and the VPAC's budget officer on budget matters such as budget development, transfers and allocations  
• Manages purchases of equipment and departmental expenses using PCard and WebReqs |
| **Human resources administration** 15% | • Supervises Division staff, which includes: interviewing, selecting, training and evaluating performance of staff  
• Initiates postings for sessional lecturers and teaching assistants.  
• Initiates and manages postings for CUPE 951 and PEA staff.  
• Assists Directors with hiring of research assistants and preparing appointment forms  
• Prepares Payroll appointment paperwork for ED’s |
| **Special Projects** 20% | • Supports the ED with long-term planning to meet the academic goals of the division and additional duties and special projects as necessary |

### 4. Classification Factors:

**Problem-Solving:**
Takes independent initiative and responsibility for implementing plans to achieve goals and acts independently in the daily management of the administration, financial and communications functions of the department. Takes the lead in developing and recommending administration, financial and communication processes and procedures. Duties require effective analysis and handling of situations using policies and procedures and past precedents to address problems, develop strategies and provide advice. The position must have knowledge of budget management, human resources in a union environment, University
policies and procedures, and the ability to use this knowledge to recommend and incorporate changes and adjustments for the department.

**Responsibility for Financial & Material resources:**
Administers, monitors and reconciles the department’s operating and specific purpose budgets, with a combined total value of $2 M. Manages office space allocations and any required renovations. Advises the Chair on equipment purchases and hospitality budgets for alumni and student events. Responsible for the accurate execution of budget transactions for the department. Signing authority of $2500.

**Responsibility for Human Resources:**
The AO reports to the Division ED and receives minimal day-to-day supervision. The AO provides direct, formal supervision to 4 office staff member and participates in interviewing, selecting, training and evaluating performance of office staff. Provides support, orientation, and policy interpretation to faculty, sessional instructors, and professional staff.

**Impact of Decisions and Actions:**
The AO is responsible for coordinating a wide variety of administrative, financial and communication duties in the department. Collaborative actions and decisions can have a major impact on faculty, staff and students. The position directly impacts the efficiency of the department and therefore impacts the department’s ability to achieve its, and the Division’s strategic goals.

The position provides detailed advice, information and training to faculty and staff regarding financial, administration, and human resources processes and policies. The position is the point of contact for external departments on department academic and administrative issues.

**Independence:**
The Administrative Officer works collaboratively with the ED to set objectives and priorities. The AO works with minimal direct supervision and minimal review of the work produced. Leads the development of administration, financial and communication processes and procedures for the department.

The AO generally works within policies, procedures and established precedents of the Unit. There are weekly check-in meetings and consultation with the ED, and as needed when critical or urgent matters arise. There is also opportunity to consult with team members through regular team meetings. Daily, the AO makes decisions related to adjusting priorities, and responding to concerns. The AO is expected to actively contribute to discussions, make recommendations, and provide expertise in their area of responsibility.

### 5. Summary of qualifications:

An undergraduate degree plus three years of related administrative, budget management, administrative project development and communications experience in an academic (or equivalent) environment or an equivalent combination of education and experience.

Additional relevant experience is desired including:
- Experience in post-secondary environment

**Skills, ability and knowledge:**
- Strong organizational skills with ability to manage multiple projects, prioritize, make decisions independently, be self-motivated, and consistently meet deadlines.
- Proven strength in written and oral communications.
- Proven ability to develop and implement effective strategic projects and plans to reach long-term goals
- Familiarity and experience with content management systems, social media and website management.
- Strong interpersonal skills with the ability to build and maintain productive and supportive relationships within the department, faculty, and wider university community.
- Superior computer skills using Microsoft Office and university administrative systems (FAST, Banner, Cascade, FMIS, Outlook Calendar).
- Demonstrated ability to build strong internal and external relationships and work in a team environment.
- Demonstrated commitment to collaborative approaches and collective decision-making.
- Demonstrated ability to exercise judgment, problem solve and work with complex and culturally sensitive issues.
- Demonstrated leadership and supervisory skills and proven ability to inspire and motivate a team to achieve excellence and sustain change during transition.

Additional assets include:

- Knowledge of the University of Victoria’s institutional culture, policies, and procedures.

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<th>Manager’s/Supervisor’s Signature</th>
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