### University of Victoria
#### CUPE Local 951 Position Description

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<th>JOB:</th>
<th>Secretary/PB10</th>
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<tr>
<td>TITLE:</td>
<td>Assistant to the Dean</td>
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<td>DEPARTMENT:</td>
<td>Faculty of Human &amp; Social Development</td>
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<td>POSITION NO:</td>
<td>997419</td>
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<tr>
<td>SUPERVISOR:</td>
<td>Administrative Officer</td>
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<td>LAST UPDATED:</td>
<td>June 2018</td>
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**SUMMARY:** *(Provide a brief summary of the primary functions and purpose of the position)*

The Dean’s Assistant works as part of the Dean’s Office administrative team that supports the activities of the Dean’s Office and the Faculty of Human and Social Development and contributes to the overall function of the office.

The Faculty of Human and Social Development has six different professional schools with a complement of 92 regular faculty members under the auspices of one faculty. The faculty is unique both at UVic and in Canada. It includes the Schools of Child and Youth Care, Health Information Science, Nursing, Public Administration, Public Health and Social Policy, Social Work and a graduate program in Indigenous Governance.

Reporting to the Administrative Officer, the Assistant to the Dean manages the Dean’s schedule including calendaring, emails and travel. The Assistant deals with sensitive and/or confidential matters with tact and diplomacy in accordance with related policies and legislation, and advises faculty and staff on administrative policies and procedures. Working closely with the Dean to provide administrative support and facilitate the work of the Dean, this position coordinates the administrative functions for the HSD Faculty Council meetings; carries out a wide variety of academic, administrative and analytical tasks including: liaising with other university departments on academic, faculty relations, and other matters; organizing meetings, managing multiple deadlines and key dates; preparing and distributing agendas and meeting information; taking minutes; assessing accuracy of information provided for meetings and record keeping of confidential information.

Office administrative duties are varied and include providing administrative assistance to the Financial and Administrative Officers, the Development Officer, and to the Associate Dean when the Associate Dean’s Assistant is unavailable.
### MAJOR RESPONSIBILITIES AND DUTIES: (In order of importance to a maximum of 8)

**1. Responsibility: Administrative Support for the Dean (45%)**

**Duties:**
- Establishes priorities and demands on the Dean’s schedule by distinguishing between urgent and important matters and tasks, and prioritizes accordingly
- Coordinates the Dean’s calendar (meetings, task deadlines, travel) and arranges meetings with members of the UVIC community and with external individuals and groups, including preparing and providing files and background materials for meetings, tasks and inquiries, ordering catering as required
- Monitors and prioritizes the Dean’s email by flagging, responding and redirecting information and informing the Dean of issues and tasks that require immediate attention
- Manages Faculty Relations processes and paperwork for faculty reappointment, promotion and tenure, faculty hiring, and administrative and study leaves
- Organizes briefing sessions with the Dean and anticipates required elements and sufficient planning time for events including confidential meetings with faculty and staff
- Corresponds in writing and verbally with faculty, staff and outside organizations regarding sensitive and confidential information
- Manages a Bring Forward system of reminders to ensure the faculty meets university deadlines
- Prepares and submits Dean’s expense and travel claim forms

**2. Responsibility: Office administration services for Dean Portfolio (40%)**

**Duties:**
- Communicates daily with faculty, staff and partners to facilitate the work of the Dean
- Maintains a confidential filing system for faculty files, general Dean’s office files, and determine appropriate handling and storage of documents according to the Directory of Records.
- Communicates and liaises regularly with various departments on campus including First Peoples House, the Vice-President Academic and Provost, the Associate Vice-Presidents for Academic Planning, Faculty Relations and Academic Administration, and Student Affairs, the Vice-Presidents for Research, Finance and Operations, and External Relations, the University Secretary, Ceremonies, and the Equity and Human Rights Office to gather information and support decision-making for the Dean
- Coordinates with other departments to obtain information for annual HSD reporting requirements e.g. A&R Plan, EPT, Risk Register, Business Continuity Plan, etc.
- Summarizes financial or reporting data that may require some analysis to produce the appropriate reports.
- Reviews, checks for accuracy, and submits routine forms and letter to the Dean for signature (e.g. various forms and letters from Schools, electronic and paper practicum agreements, correspondence with donors, etc.) and processes as appropriate
- Prepares documentation in compliance with policies and procedures at the Dean’s request
- Maintains up-to-date contact and telephone lists
- Monitors and verifies University Club statements for the Dean’s approval
- Makes recommendations for changes to Faculty and/or office administrative processes and practices
- Supports events management including facility bookings, catering arrangements, special requirements, and creating and distributing invitations
3. Responsibility and Duties: Dean's Office Committee Support (5%)

- Supports the HSD Faculty committee chaired by the Dean that requires interactions and coordination with Directors and Faculty Members, by setting meeting dates, preparing and distributing agenda and committee materials, taking and transcribing minutes, and acts as the resource person for committee members.
- Maintains distribution and member lists.
- Tracks and brings forward to the Dean’s attention, action items and/or materials required for scheduled meetings.
- Liaises with the Directors regarding attendance, agenda items etc.

4. Responsibility: Administrative Support to the Financial (FO) and Administrative Officers (AO) (5%)

**Duties:**
- Works with the AO to produce confidential information that supports Leadership Team meetings.
- Collaborates with AO on HSD level recruitments e.g. School Directors/CRC.
- Works with the FO and AO on special projects as required.

5. Responsibility: Other (5%)

**Duties:**
Assists the Associate Dean when Administrative Assistant to the Associate Dean is unavailable:
- Coordinates the Associate Dean’s appointment calendar, ensuring background information is compiled and available for meetings.
- Contacts parties to coordinate meeting times and dates between the Associate Dean and other members of the university, faculty, staff and outside organizations.
- Monitors and prioritizes Associate Dean’s email by responding and redirecting information and informing Associate Dean of issues that require immediate attention.
- Reviews, checks for accuracy, and submits routine forms to the Associate Dean for signature and forwards as appropriate.
- Prepares documentation in compliance with policies and procedures at the Associate Dean’s request.

**Other:**
- Assists with the organization and support of departmental retreats and special events as required.

REQUIRED QUALIFICATIONS:

**Skills:**
- Exceptional administrative skills including meeting, task and calendar coordination.
- Strong drafting, writing and editing skills.
- Awareness of and faculty and university priorities.
- Commitment to fostering respect and reconciliation and inclusion for students, partners, faculty, and staff from diverse cultures.
- Experience in effectively maintaining the confidentiality of highly personal and sensitive information.
- Ability to record minutes.
- Strong organizational and time management with advanced attention to detail and ability to multi-task in a fast-paced environment.
- Possesses a strong commitment to triage and follow-through on dean’s office, faculty and university priorities.
- Strong communication and interpersonal skills with the demonstrated ability to relate well and work effectively within a team environment as well as the larger UVic community and external agencies
- Self-directed with the proven ability to determine work priorities and act on them without needing direction
- Ability to work on several projects, requests and challenges at the same time with changing deadlines and frequent interruptions
- Ability to work independently with limited supervision and resolve tasks and/or problems by exercising judgement and innovation, and employing critical thinking and/or analysis
- Ability to handle complex and sensitive interactions involving students, faculty, staff and/or partners
- Ability to exercise initiative, good judgement, independent thinking, and problem solve effectively
- Diplomacy, tact, professionalism and understanding of confidentiality and related policies and legislation are required at all times, as are the maturity and confidence to work with university and government officials at the highest level
- Ability to relate effectively with faculty, staff, students and the general public, exercising initiative, good judgment, tact and diplomacy

**Specialized Knowledge/Education:**
- Knowledge, experience and high level of proficiency with MS Office
- Experience with University systems, including Banner and FAST Student, Webreqs, FMIS and AIMS
The following will be considered assets:
- Knowledge of the Faculty of Human and Social Development and its Schools

**Experience:**
- 3 to 5 years related experience in a senior administrative role, preferably in a post-secondary academic setting
- Experience in effectively maintaining the confidentiality of highly personal and sensitive information
- Experience supporting senior level committees strongly preferred

Equivalent combinations of training, education and/or experience may be considered.

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<td>Supervisor’s Signature:</td>
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