SUMMARY:

As stewards of the campus, Facilities Management fosters and enriches an inviting and functional environment that welcomes and supports all who come here. Facilities Management’s customers include Deans, departments, faculty, staff and students. The department’s branches work together as a team to ensure a high standard of customer service delivery, as well as the effective, efficient and safe performance for the operation, development and maintenance of campus buildings.

The Administrative Assistant provides administrative support to the Executive Director and Directors including responding to inquiries, preparing technical reports and confidential correspondence, maintaining the Executive Director's calendar, and liaising with external parties as required.

MAJOR RESPONSIBILITIES AND DUTIES:

1. Responsibility:
   Administrative Support to Executive Director and Directors – 50%

   Duties:
   - Maintains and updates the Executive Director's calendar including organizing and scheduling meetings, and retrieving and providing background information for upcoming meetings
   - Types and edits correspondence, administrative forms, technical reports and spreadsheets generated by the Executive Director and Directors, often of a confidential nature
   - Composes memos and announcements on behalf of Executive Director, for internal and external distribution
   - Assesses enquiries received by Executive Director’s office, prioritizes them and redirects to appropriate operational unit; uses a high level of judgement, tact and diplomacy in representing the office of the Executive Director
   - Maintains electronic filing system of documents related to departmental business and staff, ensuring security of information and compliance with requirements under the Freedom of Information and Protection of Privacy Act
   - Sorts and logs mail, attaching background materials and distributing to the Executive Director
   - Arranges travel itineraries for the Executive Director and other staff members including accommodation, transportation and registration for seminars, workshops; and completing expense claim forms
### 2. Responsibility:
**General Clerical and Administrative Support – 50%**

**Duties:**
- Coordinates the posting, interview and hiring process for departmental PEA and ME staff positions
- Handles the administrative details with regards to staff appointments
- Tracks PEA and ME leave requests and reporting
- Plans and coordinates Facilities Management staff events under the direction of the Leadership team
- Acts as Facilities Management point of contact regarding departmental participation in campus wide events
- Advises and directs staff and/or external parties on University and departmental procedures and policies, such as leave processing, professional development eligibility, etc.
- Processes and maintains expense reporting and Professional Development Requests for the department
- Designs and maintains staff training database
- Gathers approved monthly credit card statements and receipts for submission to accounting services
- Acts as a control point for determining eligibility of business expense reporting
- Reviews cellular phone bills monthly and processes payment
- Composes and disseminates internal departmental communications utilizing various media
- Designs and maintains internal Connect site for sharing and dissemination of information
- Acts as backup for Project Management Services and Front Desk Administrative Assistants, as required

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### REQUIRED QUALIFICATIONS:

**Skills:**
- Strong writing and editing skills.
- Strong communication and interpersonal skills with demonstrated ability to relate well and work effectively within a team environment, as well as the larger UVic community and external agencies.
- Excellent organizational skills including attention to detail, time management, and ability to multi-task in a fast-paced environment.
- 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.
- Exceptional administrative skills including meeting and calendar coordination.
- Ability to prioritize a large workload and deal with frequent interruptions.
- Ability to work under pressure and meet strict and often emergent deadlines.
- Possesses a strong sense of urgency and follow-through.
- Experience in effectively maintaining the confidentiality of highly personal and sensitive information.
- Diplomatic and tactful.

**Specialized Knowledge/Education:**
- Records Management
- Microsoft Office Suite (including Power Point, Excel, Word)

**Experience:**
- 3-5 years in a senior administrative support role, providing administrative support to a team within a busy office environment.
- Creating and maintaining records and filing systems.
- Experience in UVic information systems considered an asset.
- Contract administration experience considered an asset.

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