

**UNIVERSITY OF VICTORIA**

**CUPE LOCAL 951 POSITION DESCRIPTION**

<table>
<thead>
<tr>
<th>JOB</th>
<th>TITLE:</th>
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<tr>
<td>Secretary/PB9</td>
<td>Dean’s Assistant</td>
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<thead>
<tr>
<th>DEPARTMENT:</th>
<th>POSITION NO:</th>
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<tbody>
<tr>
<td>Faculty of Science, Dean’s Office</td>
<td>997408</td>
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<tr>
<th>SUPERVISOR:</th>
<th>LAST UPDATED:</th>
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<tr>
<td>Finance Officer</td>
<td>June 2016</td>
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**SUMMARY:**
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 Science and contributes to the overall function of the office.

The Assistant provides secretarial and reception services, and administrative support to the Dean and Associate Dean, and the Faculty of Science. As the first point of contact for the Dean’s Office, the Assistant responds to queries and requests and acts as a resource for information, procedures and policies for the Faculty of Science, organizes meetings and appointments, and manages and maintains Faculty of Science records and files. The Assistant coordinates all aspects of the Faculty standing and ad hoc committees and provides administrative support for special events and projects.

**MAJOR RESPONSIBILITES AND DUTIES:**

1. **Responsibility:**
   Administrative support for the Dean and Associate Dean

   **Duties:**
   - Drafts responses to routine and non-routine verbal inquiries, correspondence, memos and meeting notices and prepares various types of documents initiated by the Dean (information at this level is often confidential in nature)
   - Provides information and advice on a variety of complex University policies (e.g., Collective Agreement) and procedures requiring clarification, interpretation and application to members of the Faculty, department admin offices, and students
   - Coordinates calendars and schedules meetings between the Dean or Associate Dean and other members of the university, faculty, staff, and outside organizations, distributing an agenda and/or coordinating background materials
   - Prepares Dean's travel expense claim forms
   - Setting up and maintaining an electronic and hardcopy filing system, cataloguing records, and determining appropriate storage of documents in accordance with the Freedom of Information and Protection of Privacy Act
   - Provides advice and assistance to the departmental units for the submission of recommendations on reappointment, tenure and promotion to the VPAC
   - Supports the departments by ensuring dossier documentation and materials are prepared as per checklist, deadlines are met, and information is tracked and posted to Sharepoint.
• Prepares documentation in compliance with policies and procedures, regarding study leaves and leave of absences, salary recommendations, re-appointments, tenures and promotions.
• Assists in processing and tracking study and administrative leave applications including ensuring reports and decanal responses are filed following leaves as required
• Reviews, checks for accuracy, and submits routine forms to the Dean for signature and forwards as appropriate
• Monitors and verifies University Club statements for the Dean’s approval
• Assists in the organization and support of special events and projects as required

2. Responsibility:
Committee Support

Duties:
• Schedules meetings of, and prepares and circulates agendas for the Dean’s and Associate Dean's standing and ad hoc committees and meetings.
• Schedules meetings to meet deadlines set by the University Curriculum and other upper-level management teams
• Attends meetings and records official minutes as required
• Tracks and brings forward to the Dean’s or Associate Dean’s attention action items or items required for scheduled meetings
• Updates terms of reference for standing committees
• Uploads committee documentation to SharePoint sites and manages file permissions
• Prepares the agenda for unit Chairs/Director Assistants meetings based on a call for agenda items and circulates agenda
• Provides support for chair search committees, including sending nomination forms and conducting ratification votes
• Communicates with Chairs/Directors regarding memberships
• Sends confirmation of Faculty committee appointments
• Attends curriculum meetings and works with the curriculum committee chair to ensure that corrections are made to curriculum documents
• Uploads backup documentation to SharePoint sites and manages permissions as appropriate
• Collects and tracks student/staff/faculty nominations for the various Faculty-level award committees.
• Verifies eligibility regarding student awards

3. Responsibility:
General office support

Duties:
• Monitors office and hospitality supply levels and replenishes as appropriate
• Monitors FAST account to reconcile supply purchases and submits requests for payment as appropriate
• Provides hospitality for visitors and committee meetings as required
• Maintains office petty cash and submits receipts to replenish as required
• Books meeting and event rooms
• Monitors, maintains, and arranges repairs for office equipment
• Liaises with departments to amalgamate faculty files for archives
• Maintains up-to-date contact and telephone lists
• Maintains current departmental membership lists and email distribution lists
• Collects materials, prepares envelopes, and completes the mailouts to students
• Arranges for and supervises casual office staff, as required.

4. Responsibility:
Receptionist

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<tr>
<td>Responds to inquiries (in-person, phone, email) and provides information and advice to faculty, departmental staff, students and the external community regarding Faculty policies, procedures or activities.</td>
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<td>Sorts and distributes mail, and sends and receives courier packages.</td>
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<td>Faxes, scans, or photocopies documents as requested.</td>
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REQUIRED QUALIFICATIONS:

Skills
• Excellent organizational skills including attention to detail, time management, and ability to multi-task in a fast-paced environment.
• Exceptional administrative skills including meeting and calendar coordination.
• 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.
• Strong writing and editing skills.
• Experience in effectively maintaining the confidentiality of highly personal and sensitive information.
• 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 prioritize a large workload and deal with frequent interruptions.
• Possesses a strong sense of urgency and follow-through.
• Ability to work under pressure and meet strict and often emergent deadlines.

Specialized Knowledge/Education:
• High level of computer skills including MS Office applications and Sharepoint.
• Experience working with databases and spreadsheets would be an asset.

Experience:
3-5 years in an administrative support role, preferably in a post-secondary academic setting. Experience in UVic information systems desirable.

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<th>Employee’s Signature:</th>
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<td>Supervisor’s Signature:</td>
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