SUMMARY:
The Centre for Studies in Religion and Society (CSRS) is the leading centre in Canada for interdisciplinary research on topics at the intersection of religion and public life. We host national public policy research networks, sponsor visiting fellowships for senior and junior scholars and members of the community and produce a dynamic annual program of public lectures and seminars. The Centre has an opportunity for a strong administrator with a passion for the humanities and social sciences, and an interest in being involved in fascinating research projects and setting the future direction of the centre.

The Administrative Assistant will provide support to the CSRS Director and Administrative Coordinator in the coordination and delivery of a full range of administrative processes related to the management of a busy interdisciplinary research centre.

Areas of responsibility include: performing general office duties including reception, minute-taking, document creation and formatting, file management, as well as planning and coordinating logistics for CSRS programs and events. The Administrative Assistant is responsible for coordinating communications among committees and research teams; disseminating information to the campus and external community; and maintaining up-to-date records and documentation for all aspects of centre operations including its research projects, publications, lecture series, executive committees, office and equipment inventories, and fellowship, library and fundraising programs.

MAJOR RESPONSIBILITIES AND DUTIES:

1. Responsibility: Office Management and Financial Administration – 75%

Duties:

- Provides first point of contact for information and services provided by the Centre for CSRS fellows, guests, members of the general public and related University departments; answers general telephone and in-person enquiries as well as the CSRS general office email;
- Completes general office tasks such as ordering and maintaining supplies; filing; photocopying; etc.;
- Schedules meetings and appointments for the director;
- Monitors the CSRS unit’s FAST account; tracking and reconciling expenses;
- Generates web requisitions, cheque requisitions, invoices, deposit slips and travel reimbursements as required;
• Conducts quarterly billings of expenses to project and program accounts;
• Maintains up-to-date records on administrative codes and passwords, room and key allocations and other administrative systems as required;
• Organizes the CSRS’ public areas;
• Supports CSRS meetings, events, and the daily meeting of fellows;
• Directs incoming donations to the CSRS to the UVic Development office;
• Liaises with Accounting Services, Facilities Management, Development Services, and other campus units as required;
• Maintains signing authority and FAST access on all CSRS accounts.
• Coordinates dissemination of programming information through mail-outs, e-mail notices, the UVic online events calendar, and social media;
• Maintains the current contact information for all CSRS members, teams and committees.

2. Responsibility: Lecture and Fellowship Program Administration – 20%

Duties:
• Reviews incoming fellowship applications to ensure applications are complete; oversees administration of fellowship adjudication procedures;
• Prepares information packages and provides orientation for incoming fellows;
• Assists Fellows with basic computer and office equipment needs.

5. Responsibility: Supervision – 5%

Duties:
• Assists the Administrative Coordinator in assigning tasks and monitoring performance of work study and other student and temporary workers.

REQUIRED QUALIFICATIONS:

Skills:
• Strong organizational and analytical skills;
• High attention to detail while managing deadlines;
• Ability to work independently as well as part of a small team environment;
• Ability to prioritize work; problem solve and take initiative in sourcing information;
• Excellent written and verbal communication skills;
• Excellent proof-reading skills.

Specialized Knowledge/Education:
• Ability to use Adobe Pro to produce pdf-fillable forms;
• Demonstrated knowledge of word processing and general office practices and procedures;
• Familiarity with academic environments and protocols;
• Knowledge of university policies and procedures would be considered an asset.
Experience:

- 2 years administrative experience in an academic, research, or equivalent institutional setting;
- Experience with University systems, including FAST, FAMIS, and SharePoint;
- Experience and proficiency with a variety of standard office equipment and software programs in a PC environment.

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