UNIVERSITY OF VICTORIA
CUPE LOCAL 951 POSITION DESCRIPTION

JOB: Secretary/PB10
TITLE: Assistant to the Chair/Department Secretary

DEPARTMENT: Computer Science
POSITION NO: 997433

SUPERVISOR: Administrative Officer
LAST UPDATED: November 2017

SUMMARY:
The Department of Computer Science, founded in the Faculty of Arts and Science in 1980, is one of four departments in the Faculty of Engineering and offers a variety of undergraduate and graduate degree programs.

Reporting to the Administrative Officer and the Chair, the Assistant to the Chair provides administrative support to the Chair of Computer Science and manages the day to day operations of the Department. This position is responsible for the training and supervision of three departmental support staff.

The Assistant to the Chair is responsible for but not limited to: Plans and coordinates all administrative activities in the departmental office; arranges meetings including the annual Western Chairs’ Meeting; arranges departmental meetings, prepares the agenda and takes minutes; prepares and edits internal and external correspondence as well as many administrative forms; responds to a high volume of enquiries from all levels of university administrative staff, government agencies, the general public and, in some cases the media; provides confidential administrative support for the search and recruitment of new faculty as well as reappointments, promotions, and tenure cases for faculty; prepares appointment forms for all faculty, staff, sessional and research staff; monitors e-mail system shared by the Chair and consults with the Chair as necessary on what action is to be taken; maintains the Chair’s calendar; maintains the departmental filing system and facilitates archiving or disposal as per Records Retention and Freedom of Information guidelines; monitors and reconciles departmental accounts for budget purposes; responds to a wide variety of requests for administrative support on the appointment of research staff; provides advice on FAST and budget; reconciles department accounts; internal and external research grants including NSERC and other duties in similar scope and complexity.

In addition to requiring comprehensive knowledge of departmental and university guidelines, policies and procedures, the department expects the incumbent to problem solve and to make decisions within their area of responsibility before taking it to the next level as well as providing a high-level of client service in a fast paced environment with many interruptions. This position provides back-up coverage for the Administrative Officer’s accounting duties in their absence.

MAJOR RESPONSIBILITIES AND DUTIES:

1. Responsibility: Administrative Support for the Chair and Office Management – 25%

Duties:
• Provides administrative support to the Chair.
• Plans and coordinates all administrative activities in the departmental office.
- Drafts and edits internal and external correspondence and administrative forms.
- Responds to a high volume of inquiries from all levels of university administrative staff, government agencies, the general public and in some cases the media.
- Monitors the Chair’s official e-mail account and responds to routine inquires, and assists the Chair in tracking replies and as necessary on what action is to be taken.
- Coordinates the Chair’s calendar and schedules appointments; organizes background materials for meetings.
- Maintains the departmental filing system and facilitates archiving or disposal as per the Directory of Records guidelines and the Freedom of Information and Privacy regulations.

2. Responsibility: Supervision and Human Resources – 25%

Duties:
- Trains and supervises three departmental office support staff.
- Establishes schedule of hours, taking into consideration vacation, sickness and absences, to meet the operational needs of the Department.
- Assigns (in consultation with the Administrative Officer) and monitors work assignments/load and provides guidance when needed.
- Approves vacation requests for departmental office staff and processes leave requests for PEA and CUPE 951 staff.
- Reviews leave reporting for CUPE 951 and PEA staff in consultation with Administrative Officer and Chair.
- Provides confidential administrative support for the search and recruitment of new faculty as well as reappointments, promotion and tenure cases.
- Prepares and processes appointment forms such as sessinal lecturers, researchers, post-doctoral fellows, visiting scholars, adjuncts, NSERC USRA top-ups, faculty and staff.
- Maintains database of all employees; sends appointment expiring reminders to appropriate supervisors; prepares forms.
- Prepares and processes Advices of Separation.
- Calculates eligibility for faculty study leave requests and facilitates the processing of applications.
- Provides advice and guidance to Chair and Director of Undergraduate Studies regarding union collective agreements for human resources issues and hiring policies.
- Advertises faculty, limited-term faculty and sessional instructor positions.
- Prepares letters of offer and confirmation of employment letters.
- Maintains faculty personnel and performance files.
- Updates handbook for new faculty and sessionals.
- Maintains employee database in OASYS (Online Administration System) Personnel.

3. Responsibility: Provides support for the department, faculty members and Faculty Collective Agreement Administration – 20%

Duties:
- Completes various academic surveys and delegating as appropriate, sections to office or professional staff for completion.
- Collects and compiles materials for salary recommendations.
- Collects and compiles information for faculty conflict of interest (COI).
- Monitors Faculty of Graduate Studies Membership list; prepares and processes applications for renewal, revised or new memberships.
- ECS 5th Floor Emergency Coordinator.
- Maintains database of all faculty research grant applications approved by the Chair.
- Advertises the Jamie Cassels Undergraduate Research Awards (JCURA) within the department; collects, prepares and processes JCURA nominations.
- Updates OASYS inventory as appropriate with various equipment purchases.
• Advises faculty of various dates/information required pertaining to their collective agreement or the Faculty of Engineering Evaluation Policy (i.e. CV, COI deadlines, merit/salary documents).
• Initiates Facilities Management (FMIS) requests.
• Maintains departmental e-mail list serves, prepares phone and e-mail mailing lists, and updates departmental directories.
• Maintains the personnel section of the department website.


Duties:
• Signing authority on department operating account and key balance sheet account.
• Provides back-up coverage for the Administrative Officer’s financial responsibilities due to vacation or illness.
• Monitors and reconciles department accounts, prepares payment requisitions, salary reallocations and creates journal vouchers for internal charge-back’s.
• Maintains accounting files for department specific accounts.
• Prepares professional development reimbursements for faculty and PEA staff.
• Maintains a list of all active FAST accounts.
• Creates web requisitions for various purchases.
• Provides back-up coverage for the Receptionist’s Daily Cash Reconciliations (DCR’s) for printing purchases using Moneris.

5. Responsibility: Provides Support for Committees; Meetings and Special Events – 15%

Duties:
• Sends call for agenda items, prepares agendas and chairs remarks, records and distributes minutes for department meetings and the executive committee meetings; participating member on both committees.
• Provides administrative assistance to the Academic Integrity Committee; checks with the Office of the Registrar for prior offences; provides committee with relevant information pertaining to each case; prepares and distributes written recommendation on behalf of the Academic Integrity Committee and the Chair of the Department.
• Organizes the annual Western Chairs’ meeting (booking venue, block hotel reservations, catering, invite delegates, and prepares agenda).
• Maintains the departmental committee listing.

REQUIRED QUALIFICATIONS:

Skills:
• Excellent organizational skills with the ability to organize workload efficiently to meet deadlines and to keep others organized often with multiple demands and regular interruptions.
• Ability to independently process and interpret written policy and guidelines.
• Excellent oral and written communication skills.
• Willingness to work as part of team or without supervision, and the interpersonal skills to carry out this role effectively and efficiently.
• Ability to relate effectively with faculty, staff, students and the general public, exercising initiative, good judgment, tact and diplomacy regarding sensitive and confidential matters.
• Ability to resolve tasks and/or problems by exercising judgment and innovation and employing critical thinking and/or analysis.
• Ability to handle difficult interactions.
• Pays great attention to detail as shown in, for example, data entry and the preparation of documents.
• Sound understanding of accounting and budget management.
- Possesses advanced computer skills with MS-Office Suite, email management and Outlook calendaring and various University web applications and forms including Student Fast, Finance FAST, BANNER, FAMIS, Connect, Human Resources and Accounting forms. Comfortable in learning any new computer software as required (for example, specialized department specific software such as OASYS and Connex).

**Specialized Knowledge/Education:**
- Completion of some post-secondary courses in office administration is preferred.
- Proficient with Microsoft Office and Outlook Calendar.
- Knowledge of Banner Student System, Banner Extender, FAST Student, FAST Financial, FAST HR, and Adobe Acrobat Pro are an asset.
- Knowledge and understanding of university policies and procedures.
- Solid understanding of CUPE, PEA and Faculty Collective Agreements.

**Experience:**
- A minimum of three years supervisory experience.
- A minimum of five years experience in a senior administrative support role in a post-secondary institution or equivalent senior administrative experience; experience must include navigating detailed processes and procedures, providing a high level of service and dealing with private and confidential information.
- An equivalent combination of education and experience may be considered.

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