SUMMARY:

The Department of Political Science has a complement of 20 faculty members and offers a range of programs at the undergraduate and graduate levels. With a reputation for excellence in research and teaching, the department is committed to providing students with a world-class learning experience in a supportive and inclusive environment. The department also has strong partnerships with research centres and interdisciplinary programs on campus.

Reporting to the Administrative Officer (AO) and under the general direction of the Department Chair, the Assistant to the Chair works independently with minimal supervision to provide administrative support to the Chair, coordinates the administrative functions of the general office, and supervises the office staff.

This position carries out a wide variety of academic, administrative and analytical tasks, including interpreting and communicating University and department policy and procedures to faculty, staff and students, organizing meetings and appointments, taking minutes; composing and editing responses to inquiries, managing personnel files, reconciling the department budget and record keeping. This position coordinates faculty searches and the faculty reappointment, tenure and promotion process. The Assistant to the Chair works with confidential and sensitive information and is required to provide advice and guidance to members of the department and public with tact and diplomacy.

MAJOR RESPONSIBILITIES AND DUTIES: (In order of importance to a maximum of 8)

1. Responsibility: Administrative Support for Chair and Faculty – 40%

Duties:

- Manages the Chair’s calendar. Schedules meetings with outside organizations and members of the university, faculty, staff and students.
- Initiates, generates and composes routine and non-routine correspondence on behalf of Chair. Manages a large volume of e-mail.
- Schedules department meetings. Assists Chair with preparation of agenda, documents and records/distributes minutes.
- Maintains confidential filing system according to UVic Directory of Records Management System.
- Coordinates faculty recruitment process including advertising, processing applications, arranging candidate visits, regret letters and coordinates candidate campus interviews
- Orient new faculty to procedures and policies within the department and across campus.
- Coordinates faculty appointments, reappointments, tenure and promotion process (ARPT), study leaves and retirements. Ensures deadlines are met and that process is followed according to Collective Agreement. Advises faculty on requirements and deadlines. Assists with preparation of dossiers as required.
- Manages annual faculty CV collection, maintaining electronic and file copies. Ensures correct formatting and forwards to Dean’s office.
- Processes appointments and renewals for adjunct and cross-listed faculty.
- Arranges annual reviews for untenured faculty and initial term assistant teaching professors
- Coordinates information and directives sent to the department from offices across campus including VPAC, VPFO, Registrar’s Office, the Faculty of Social Sciences and FAMIS.
- Assists with violations of academic integrity cases by setting up interviews with students and drafting appropriate correspondence on behalf of Chair while maintaining confidentiality.
- Maintains current and historic records in department and uploads files to Connect site as required.
- Assists Chair with special projects as required.

2. **Responsibility: Administrative support to the Political Science Department — 30%**

**Duties:**
- Advises faculty, students and staff on a variety of department and University policies and procedures. Clarifies, interprets and follows-up as necessary.
- Liaises with multiple units on campus such as VPAC, OREG, VPFO and HR to obtain information.
- Makes recommendations for changes to office and departmental processes related to technology, financial and administrative policies.
- Collects curriculum changes and prepares forms for graduate and undergraduate programs in consultation with the graduate and undergraduate advisors. Works with graduate and undergraduate curriculum committees on large scale program reviews.
- Tracks requests for academic concession. Keeps detailed records on deferred exams and grade changes.
- Assists undergraduates and faculty with waitlist management, registration issues and overrides using Banner, MyPage and Student Fast.
- Coordinates final exam schedule and exam storage.
- Manages Faculty of Graduate Studies memberships for adjunct, cross-listed and emeritus faculty and completes on-line renewal applications.
- Assists with coordination of department’s annual Speakers Series with Speakers Committee. Plans itinerary, books accommodation, designs publicity for and publicizes event, books lecture room and organizes AV as required. Processes expense claims and applies knowledge of UVic hospitality policy. Coordinates with other departments and Centres for co-sponsored events.
- Organizes additional department events including book launches, graduate student events and social events.
- Coordinates Department’s weekly internal (e-mail) newsletter.
- Updates department website. Understands how the site content relates to the Faculty and University digital goals. Uses initiative to recommend areas for updating.
- Ensures that administrative procedure manuals and the department’s “New Instructor Handbook” are kept up to date and that changes are communicated to faculty and staff.
• Fulfills full range of Graduate Secretary responsibilities as required, when Graduate Secretary is away or otherwise engaged.


**Duties:**
- Monitors and reconciles the department budget using FAST. Maintains accurate budget files. Checks and corrects entries that have been incorrectly charged to department account.
- Manages petty cash and key deposits/refunds.
- Authorizes routine department expenses.
- Processes JVs, payments and webreqs, professional development pre-approval forms, travel claims and expense claims for faculty, students and visitors including prepaid travel.
- Monitors Speakers’ and Lansdowne budgets.
- Liaises with accounting for inquiries from faculty and students.

4. **Responsibility: Supervises Office Staff and General Human Resources Administration – 10%**

**Duties:**
- Supervises the workflow for CUPE office staff to ensure equitable and efficient distribution of administrative tasks.
- Participates in the hiring of office staff and provides orientation and training.
- Oversees performance, and completes and signs off probationary documents for office staff.
- Establishes schedules of hours, tracks and approves vacation/absences for office staff and ensures office coverage during critical periods.
- Works with staff to implement new protocols and streamline administrative services.
- Acts as a resource for departmental staff with difficult situations and complex issues.
- Processes appointment forms for faculty, students, teaching assistants and research assistants.

**REQUIRED QUALIFICATIONS:**

**Skills:**
- Ability to work as a team member or independently, deal effectively with non-routine matters, take responsibility, use initiative and problem solve.
- Excellent organizational skills with the ability to organize workload efficiently to meet deadlines and keep others organized.
- Exceptional administrative skills, including extensive experience with electronic calendaring, paper and electronic file management, word-processing, database and spreadsheet applications (MS Office).
- Excellent interpersonal and written and oral communication skills required for working effectively with all levels of the university community. Ability to exercise tact, diplomacy, and good judgement. Able to explain complex administrative functions and understand outcomes.
- Ability to research and assess new information, adapt to changing technology and procedures, and communicate changes to faculty and staff.
- Ability to prioritize a large workload and deal with frequent interruptions.
- Experience in effectively maintaining the confidentiality of highly personal and sensitive information
- Identify and respond to issues before they become problematic. This requires extensive range of knowledge and understanding of policies and procedures.
- Ability to process and interpret written policy and guidelines independently.

**Specialized Knowledge/Education:**
- Microsoft Office, BANNER, FAST, Connect, Cascade, FMIS, payroll and accounting forms.
- Knowledge of the university’s academic regulations, HR policies and procedures, the Faculty and CUPE 4163 Collective Agreements, the University’s records management, information security and privacy policies.

**Experience:**
- A minimum of 3 years’ experience in an administrative support role in a post-secondary institution or equivalent administrative experience.
- Supervisory experience preferred.
- Experience handling confidential and sensitive information.
- Experience with UVic information systems (FAST, Banner, Cascade and Connect).
- An equivalent combination of education and experience may be considered.

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