Position Title: Administrative Assistant and Elections Coordinator

Department: Office of the University Secretary

Position Number: 992796

Salary Grade: Exempt Support Level 3

Reports to: Governance Services Manager

Last Updated: January 2018

A. Summary Overview of Work Unit

Provide a brief (2-5 sentences / bullets) summary of the function of the department / work unit and the working environment.

The mission of the office is to promote the good governance of the University of Victoria through service as the university’s corporate secretariat, including:

- the provision of high quality support to the Board of Governors, Senate, Foundations and senior advisory committees of the university;
- the effective and timely administration of appeals, elections, ratifications, executive searches, and the establishment of senior administrative appointment and review committees;
- the effective and timely administration of matters related to privacy and access to information;
- oversight of the development of records management policies and procedures and the Directory of Records;
- coordination and facilitation of university policy review and development and maintenance of the university’s official policy manual;
- administrative oversight and facilitation of equity and human rights activities; and
- Provision of support to the Chancellor and oversight of Convocation on behalf of Senate.

B. Summary of Position’s purpose/ function

Provide a brief (1-3 sentences/bullets) summary of the primary function/function and purpose of the position.

The position provides timely and effective senior secretarial and administrative assistance to the Governance Services Manager and to the Chancellor of the University. Reporting to the Governance Services Manager, the position also provides support functions for the following primary functions of the Office of the University Secretary: elections, broadcast emails and maintenance of the Convocation Roll. Functions in connection with these responsibilities include the handling of sensitive and highly confidential information and documents; the organization of large confidential and complex case files; preparation of spreadsheets; drafting letters, emails and memoranda; managing meeting preparation including scheduling, preparation and distribution of agendas and minutes, reserving boardrooms, catering, setting up and taking down meetings, and carrying out follow up tasks. The position also undertakes a variety of secretarial and administrative tasks in support of the unit including FAST.
accounts reconciliation and liaison with ancillary services including Purchasing Services, Facilities Management, Campus Security, University Systems, etc. This position initiates and carries out a variety of administrative functions of similar scope and complexity in a timely manner in support of the Office of the University Secretary (USEC).

C. Primary Responsibilities & Accountabilities

List up to 6 main responsibilities of the position, in order of importance, the average percentage of time spent annually, and the duties associated with each responsibility.

<table>
<thead>
<tr>
<th>Responsibility/Accountability - University Elections</th>
<th>25% Of time spent</th>
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<tbody>
<tr>
<td><strong>Duties:</strong></td>
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<tr>
<td>• Works independently (under supervision of the Governance Services Manager) to carry out duties associated with conducting university wide elections and ratifications. This includes, but is not limited to, annual elections for Senate and the Board of Governors, Search Committees, annual elections for the Law Students Society and the Undergraduate Victoria Students Society, and ratifications for the Office of the Vice President Academic and Provost and other offices.</td>
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<td>• Understands and implements the University Act, the Faculty Collective Agreement and the Rules to Govern Elections to the Board of Governors and Senate.</td>
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<td>• Works with University Systems to derive complete and accurate voters lists.</td>
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<td>• Accurately prepare documentation required for elections, including Calls for Nominations, correspondence with potential candidates and the electorate, and the Notice of Results.</td>
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<td>• Establishes and maintains timelines and checklists that take into account all factors and deadlines.</td>
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<td>• Sends out calls for nominations on behalf of the University Secretary.</td>
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<td>• Maintains electronic and physical files of election records.</td>
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<td>• Sets up elections in WebVote, a specialized electronic webvoting system.</td>
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<td>• Uploads results to USec webpage on Cascade.</td>
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<td>• Writes debrief reports for elections.</td>
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<td>• Other duties as required.</td>
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<tr>
<th>Responsibility/Accountability – Senior administrative support to the Governance Services Manager</th>
<th>25% Of time spent</th>
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<td><strong>Duties:</strong></td>
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<tr>
<td>• Supports the work of the Governance Services Manager and the office to schedule, coordinate and support meetings including those of the Board of Governors and Senate where required.</td>
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<td>• Maintains up to date filing and bring-forward system.</td>
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</tbody>
</table>
- Drafts spreadsheets, letters, memorandums and email for the Governance Services Manager’s review and signature.
- Develops and maintains procedures related to responsibilities and tasks.
- Maintains and updates UVic Connect sites.
- Organizes logistics for extraordinary workshops and events.
- Supports the organization of the Board Volunteer Recognition event and gifts
- Receives, orders and provides approval to issue to University Systems for Broadcast Emails under the guidance of the Governance Services Manager.
- Updates USec website as necessary (multiple times per week).

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<tr>
<th>Responsibility/Accountability – Coordination and support for the Chancellor</th>
<th>15% Of time spent</th>
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<tr>
<td><strong>Duties:</strong></td>
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<tr>
<td>- Maintains electronic calendar including scheduling appointments, meetings and travel.</td>
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<td>- Organizes travel logistics as necessary including reserving hotel rooms for the Chancellor.</td>
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<td>- Supports the Chancellor when on campus, ensuring the Chancellor has all the information required and has an up to date itinerary at all times.</td>
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<td>- Prepares briefing packages for the Chancellor.</td>
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<tr>
<td>- Receives mail and prepares correspondence on behalf of the Chancellor from/to the university community and external sources; works with the Governance Services Manager to respond as appropriate to all mail and requests.</td>
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<tr>
<th>Responsibility—communicating the work of the office to the university community, including updating and maintaining the USec website.</th>
<th>5% Of time spent</th>
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<tr>
<td>- Works with Governance Services Manager to identify methods for communicating to the university community.</td>
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<td>- Drafts and designs communication material.</td>
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<td>- Collects and compiles activities associated with university governance that are important for reporting purposes.</td>
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<td>- Create and develop content for website.</td>
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<tr>
<th>Responsibility/Accountability—Purchasing and accounting</th>
<th>20% Of time spent</th>
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<td><strong>Duties:</strong></td>
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<tr>
<td>- Prepares administrative and accounting forms for signature and processing</td>
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<td>- Prepares travel expenses reports, cheque requisitions, purchasing agreements etc.</td>
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<tr>
<td>- Maintains spreadsheet to costs, payments and reimbursements.</td>
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• FAST Accounting for 16 accounts, including submitting JVs, monthly reconciliation, investigating anomalies and following up to ensure financial responsibility of the office.
• Reconciles financial accounts with hard/digital copies, maintains financial documentation files and prepares quarterly journals to project accounts.
• Work with Management to prepare the Fiscal Year End reports.
• Reconciles monthly CCard for 4 card holders.
• Manages USEC petty cash.

Responsibility/Accountability—Office reception

Duties:
• Answers the main USec telephone lines (2) and redirects calls as needed; monitors USec email account, answers front desk inquiries.
• Acts as a central courier, receiver and sender.
• Orders supplies, monitors inventory and ensures supply areas are tidy and well organized.
• Works with UVic facilities and staff to plan, order and organize office equipment, furniture, and phones. Maintains inventory of furniture, computer equipment and software.
• Organizes logistics within the university system for new employees including NetLink, benefits and direct deposit as well as within the office environment: mail, phone, office space and supplies.
• Provides basic travel support to USec management staff.
• Follows up with suppliers for services or issues with services (example, Shred It).
• Prepares for meetings (water, coffee, tea, cookies) name cards and clean up, as necessary.
• Orders catering for meetings and workshops.
• Sets up meetings in MS Outlook for people within and outside the USec office.
• Submits IT trouble tickets and FAMIS request for others in the office.
• Performs Data entry (Raisers Edge).
• Files paper records.
• Undertakes to ensure confidential shredding.
• Creates checklists and procedure manuals for routine tasks to ensure continuity of business.

D. Supervision

Indicate supervisory responsibilities, if any, including nature of supervision (direct/ indirect) and of employees supervised (casual, regular, CUPE, etc)

Supervisory Responsibilities (if applicable):

Not applicable.
E. Finance
*Indicate financial responsibilities, if any, such as budgeting, reconciling accounts, ordering supplies, authorizing payroll forms, etc.*

**Financial Responsibilities (if applicable):**
- Reconciling accounts
- Ordering supplies
- Preparing accounting forms for approval
- Maintaining control of petty cash
- CCard Holder
- Signing Authority on multiple accounts
- Administrator privileges for USEC CCard online account

F. Human Relations
*Indicate the nature of service provided, and the contacts served, outside of the work unit the position is part of.*

**Nature of service provided and contacts served:**
- Serves a broad range of the university community including students, faculty, staff, Board of Governors, the Chancellor
- Provides direct service to the Chancellor, University Secretary, Management Excluded staff
- Works in concert with other administrative staff within the office

G. Minimum qualifications
*Provide the minimum qualifications for the position, if it were posted today. Indicate any specialized knowledge or skills required.*

**Skills:**
- Strong clerical and organization skills.
- Experience with MS office, PowerPoint, SharePoint
- Excellent verbal communications skills.
- Strong analytical and problem solving skills.

**Specialized Knowledge/ Education:**
- Post secondary education.
- Familiarity with the UVic systems and procedures.
- Familiarity with basic accounting principles.
- Demonstrated initiative.
- Ability to work both independently and part of a team.
- Flexibility in accepting variable and diverse job assignments.
- Ability to learn quickly and adapt to new circumstances.
Experience:
  • Experience working in an executive office environment.

H. Organization Chart - REQUIRED

(Attach)

Job Holder’s Signature ____________________________

Supervisor ______________________________________

Supervisor’s Signature ____________________________