University of Victoria
Cupe Local 951 Position Description

JOB:
Secretary/PB8

TITLE:
Assistant to the Associate Dean (Academic)

DEPARTMENT:
Dean’s Office, Human & Social Development

POSITION NO:
994961

SUPERVISOR:
Administrative Officer

LAST UPDATED:
March 2018

SUMMARY: (Provide a brief summary of the primary functions and purpose of the position)

The Faculty of Human and Social Development has six different professional schools under the auspices of one faculty. The faculty is unique both at UVic and in Canada. It includes the Schools of Child and Youth Care, Health Information Science, Nursing, Public Administration, Public Health and Social Policy, Social Work and a program in Indigenous Governance.

Reporting to the Administrative Officer, the Assistant to the Associate Dean works closely with the Associate Dean to provide administrative support and facilitate the work of the Associate Dean. This position coordinates the administrative functions for several academic committees, carrying out a wide variety of academic, administrative and analytical tasks including: liaises with other university departments on academic matters; organizes meetings managing multiple deadlines and key dates; prepares and distributes agendas and meeting information using Connect; takes minutes; assesses accuracy of information provided for meetings and record keeping of confidential information.

This position manages the Associate Dean’s schedule including calendaring, emails and meetings. The Assistant deals with sensitive, or confidential matters with tact and diplomacy when advising faculty and staff on administrative policies and procedures.

Office administrative duties are varied and include providing administrative assistance to the Associate Dean and the Financial and Administrative Officers and to the Dean when the Dean’s Assistant is unavailable.

As a member of the team in the Dean’s Office, the Assistant participates in organizing and supporting events hosted by the Faculty to ensure the success of Faculty events.
MAJOR RESPONSIBILITIES AND DUTIES: (In order of importance to a maximum of 8)

1. **Responsibility: Administrative Support for the Associate Dean (30%)**

   **Duties:**
   - Coordinates the Associate Dean’s calendar and arrange meetings with members of the UVIC community, including preparing and providing files and background materials for meetings and inquiries.
   - Monitors and prioritizes Associate Dean’s office email by responding and redirecting information and informing Associate Dean of issues that require immediate attention.
   - Establishes priorities and demands on the Associate Dean’s schedule by distinguishing between urgent and important, and prioritizes accordingly.
   - Organizes briefing sessions with the Associate Dean and anticipates required elements and sufficient planning time for events including confidential meetings with faculty and staff.
   - Corresponds in writing and verbally with students, faculty, staff and external agents regarding sensitive and confidential information.
   - Monitors HSD’s webpage and ensures policies posted on the website are up to date.

2. **Responsibility: Office administration services for Associate Dean Portfolio (25%)**

   **Duties:**
   - Communicates daily with faculty, staff, students and members of committees to facilitate the work of the Associate Dean.
   - Examines various forms submitted from Schools or students for the Associate Dean’s signature and processes them appropriately.
   - Reviews undergraduate and graduate student grade change forms, waivers, Requests for Academic Concession, and other forms submitted for the Associate Dean’s approval to ensure completeness as per FOI by confirming information with Schools’ academic advisors and accessing student information on Banner.
   - Reviews student appeal documentation for completeness, and administers the process ensuring all the steps are completed.
   - Maintains records of forms according to the UVIC Directory of Records and disseminates copies as appropriate.
   - Maintains a filing system of confidential student files according to the UVIC Directory of Records Management System.
   - Communicates regularly with various departments on campus including Records, Centre for Accessible Learning, University Secretary, Technology Integrated Learning, and Systems to gather information for the Associate Dean.
   - Initiates communication with students about their requests for information, and provides advice and direction regarding options, policies, and procedures.

3. **Responsibility and Duties: Dean’s Office Committee Support (25%)**

   - Supports committees chaired by the Associate Dean that require interactions and coordination with Deans, Associate Deans, Faculty Members, academic advisors and students by preparing and distributing agenda and committee materials, post material on Connect site, and act as the resource person for committee members.
   - Maintains the HSD Connect site for curriculum and student advising committees by determining the information relevant to committee members.
HSD Curriculum Committee

- Schedules meetings for HSD Curriculum Committee to match the Procedures on Curriculum Submission’s three curriculum approval cycles.
- Oversees each curriculum approval cycle to ensure all Faculty curriculum change submissions meet the Senate Curriculum Committee schedule for approval.
- Organizes HSD Curriculum Committee meetings including: reserves meeting rooms and required equipment; schedules meetings to maximize attendees’ attendance; prepares and distributes agenda and meeting materials; posts curriculum changes on HSD Connect site and forwards curriculum dockets to OREG Calendar for academic advisors and faculty to review prior to meeting.
- Arranges HSD Curriculum Committee meetings for the schools to coordinate with OREG, Grad Studies, HSD Faculty Meeting and Senate Curriculum Committee deadlines and key dates in accordance to the three Calendar Cycles.
- Accesses confidential information contained in course and/or program changes submitted by all HSD schools/programs.
- Assesses accuracy of information contained in curriculum submissions for adherence to the Policy and Procedures for Curriculum Submission including: correct format for program changes and/or course changes, completeness of information, and wording.
- Advises schools/program’s academic advisors of missing information or changes necessary for calendar submissions to adhere to Policy and Procedures for Curriculum Submissions.
- Confers regularly with Office of Registrar’s Manager Curriculum and Calendar and/or Calendar Editor to resolve editorial issues related to Faculty of HSD’s calendar changes.
- Records committee meeting minutes and distributes pertinent materials to members.
- Organizes and tracks curriculum calendar changes for all Schools and Programs on the HSD Connect site and serves as the contact for the Registrar’s and Calendar Office.
- Collates each cycle calendar changes and forwards them to Registrar’s Office by the deadlines.
- Posts curriculum changes and edits on the HSD Connect site (by School/Grad and Undergrad) for review by OREG committee members and HSD faculty. Liaises with Schools and Dean’s Office Staff to ensure review prior to meeting deadlines.

Committee support for the Online Learning Group and Student Advising Committee.

- Coordinates HSD Online Learning Group and Student Advising Committees including contacting Chairs for agenda items, recording and distributing minutes of meetings, applicable policies, workshop information, and announcements.
- Maintains distribution and member lists and posts meeting materials on Connect sites.
- Arranges follow-up of action items arising from meetings.

4. Responsibility: Administrative Support to the Financial (FO) and Administrative Officers (AO) (10%) 

Duties:

- Acts as an administrator for the HSD Connect Site.
- Prepares and submits Associate Dean’s expense and travel claim forms.
- Coordinates with other departments to obtain information for annual HSD reporting requirements e.g. A&R Plan, EPT, Risk Register, Business Continuity Plan, etc.
- Summarizes data that is collected using Microsoft Excel.
- Works with the AO to produce confidential information that supports Leadership Team meetings.
- Provides administrative support for the HSD Local Health and Safety Committee.
- Collaborates with AO on HSD level recruitments e.g. School Directors.
- Works with the FO and AO on special projects as required.
5. Responsibility: Other (10%)

Duties:
Assists the Dean when Administrative Assistant to the Dean is unavailable:
- Coordinates the Dean’s appointment calendar, ensuring background information is compiled and available for meetings.
- Contacts parties to coordinate meeting times and dates between the Dean and other members of the university, faculty, staff and outside organizations.
- Monitors and prioritizes Dean’s office email by responding and redirecting information and informing Dean of issues that require immediate attention.
- Reviews, checks for accuracy, and submits routine forms to the Dean for signature and forwards as appropriate.
- Prepares documentation in compliance with policies and procedures at the Dean’s request.

Coordinates Donor Awards for Indigenous students (Nancy Lee and CTW Memorial Fellowship for Indigenous Students).
- Responds to notice of awards from Graduate Studies and requests nominations of eligible students, student letters and CVs from applicable HSD Schools.
- Confirms accuracy of nomination forms and follows-up as required in order to meet Grad Studies’ deadlines.

Other
- Assists with the organization and support of departmental retreats and special events as required.

REQUIRED QUALIFICATIONS:

Skills:
- Strong drafting, writing and editing skills.
- Awareness of and sensitivity to diverse cultures.
- Ability to record minutes.
- Strong organizational and time management with advanced attention to detail and ability to multi-task in a fast-paced environment.
- Strong communication and interpersonal skills with the demonstrated ability to relate well and work effectively within a team environment as well as the larger UVic community and external agencies.
- Self-directed with the proven ability to determine work priorities and act on them without needing direction.
- Ability to understand, interpret and explain program regulations and policies.
- Ability to handle complex and sensitive interactions involving students, faculty or staff.
- Ability to exercise initiative, good judgement, independent thinking, and problem solve effectively.
- Ability to adapt to changing work priorities and work in an environment with frequent interruptions.

Specialized Knowledge/Education:
- Knowledge, experience and high level of proficiency with MS Office including Outlook and Excel, SharePoint/Connect and Cascade.
- Experience with University systems, including Banner and FAST Student, Webreqs, FMIS and AIMS.
- Knowledge of curriculum change guidelines and policies for UVic Undergraduate and Graduate Calendar.
The following will be considered assets:
- Knowledge of the technologies and systems in regards to Distance Education.
- Knowledge of the Faculty of Human and Social Development and its Schools.

**Experience:**
- 3 to 5 years related experience in a senior administrative role, preferably in a post-secondary academic setting.
- Experience in effectively maintaining the confidentiality of highly personal and sensitive information.
- Experience supporting senior level committees strongly preferred.

Equivalent combinations of training, education and/or experience may be considered.

<table>
<thead>
<tr>
<th>Employee’s Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Supervisor’s Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>