University of Victoria  
Cupe Local 951 Position Description

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<th>JOB:</th>
<th>TITLE:</th>
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<tr>
<td>Secretary/PB9</td>
<td>Assistant to the Chair</td>
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<tr>
<th>DEPARTMENT:</th>
<th>POSITION NO:</th>
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<tr>
<td>Department of Mechanical Engineering</td>
<td>997415</td>
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<tr>
<th>SUPERVISOR:</th>
<th>LAST UPDATED:</th>
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<td>Co-supervised by Chair and Administrative Officer</td>
<td>December 2018</td>
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**SUMMARY:**

The Department of Mechanical Engineering is an innovative, exciting and diverse department. At present, MENG has 21 regular faculty members, 8 full-time staff members, and over 550 undergraduate students and 150 graduate students. The department offers the accredited Mechanical Engineering Program and shares offering of the accredited Biomedical Engineering Program, as well as offers graduate programs leading to M.A.Sc., M.Eng. and Ph.D. degrees. Formed in 1988, the Department is home to world-class academics and researchers; has a curriculum to take the lead in 21st century technologies; and has Machine Shop and laboratory facilities, which contain some of the latest and most sophisticated equipment available.

Reporting to the Department Chair and the Administrative Officer, the Assistant to the Chair provides administrative support to the Chair and faculty. This position supports the administrative functions of the general office and department, carrying out a wide variety of academic, administrative and analytical tasks, including advice regarding University and Department policy and procedure; organizing meetings and appointments; managing the Chair’s calendar; taking minutes; composing and editing responses to inquiries; supporting departmental events; managing personnel files and record keeping; overseeing chargebacks; supporting the administration of research grant applications and research accounts; and, supervising the Undergraduate Secretary and Accreditation Support Staff.

In addition, this position supports the Department Chair and Administrative Officer with faculty appointment, reappointment, promotion and tenure (ARPT) process, and administration of human resource processes for faculty leaves, and provides administrative assistance to the Administrative Officer as required.

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. **Responsibility: Administrative Support for the Chair and office management 35%**

   **Duties:**
   - Coordinate the calendar for Chair and schedule meetings
   - Receive, direct and screen visitors and telephone calls, recording messages and arranging appointments for faculty, student, and the public
   - Respond to counter, telephone and email enquiries from faculty, staff, students and the general public, providing information and advise regarding Department policies and procedures, registration requirements, etc.
   - Review and draft responses for the Chair’s signature to correspondence, documents, memos, etc.
   - Assist the Chair and/or Administrative Officer with faculty appointments, reappointments, promotions, leaves and
awards
- Manage office petty cash and submit receipts to replenish as required
- Prepare and verify offer letters, appointment forms and packages for new hires
- Set-up and maintain a filing system, catalogue records management files and determine appropriate handling and storage of documents according to Freedom of Information and Protection of Privacy Act regulations for faculty files
- Make recommendations for changes to office and departmental processes related to technological changes and administrative policies
- Coordinate material collections
- Provide administrative support on special projects as directed by the Chair and/or Administrative Officer.
- Ensure Key Deposits are reconciled on a monthly basis with Balance Sheet account
- Authorize and approve journal vouchers

2. Responsibility:
Provide administrative support for faculty and department members 25%

Duties:
- Prepare appointments forms for adjunct professors, visiting scholars, post-docs and research staff
- Maintain database of all appointments; send appointments reminders to appropriate supervisors
- Oversee TA appointments and submission of TA appointment forms
- Ensure grades and missing grades are collected and submitted to OAR Record Services
- Oversee the arrangement of final exams and details pertaining to the set up of deferred and supplemental exams, e.g. location, time of exams, etc.
- Oversee and compile course evaluations
- Ensure charge backs including calculating amounts, producing memos and journal entries are processed
- Prepare travel expense report for the Chair and visitors to the Department
- Manage and track revisions of faculty CV’s, biennial reports and teaching dossiers; annual conflict of interest forms; maintain record of peer reviews of faculty teaching
- Gather, cross-check and disseminate all ARPT documentation submitted to department and to external examiners
- Ensure that administrative procedures manuals for the department office staff are kept up to date and changes are communicated to faculty and staff
- Manage Work Study process, which includes: tracking of hours and monitoring of Work Study students; ensuring timesheets are submitted within deadlines; handling communications to faculty members, proposals, timesheet submissions, etc.
- Type, edit and proofread correspondence and reports
- Provide senior administrative support and coordination for department members during Accreditation years as well as on an ongoing basis as needed

3. Responsibility:
Provide support for meetings, committees and special events 15%

Duties:
- Coordinate logistics for public talks and departmental events (advertising, room bookings, catering, tables/chairs, AV equipment, etc.)
- Draft agenda, book rooms, set dates, take and transcribe minutes for departmental and committee meetings
- Communicate with Chairs regarding committee membership and ensure all curriculum and calendar changes are submitted by the suggested deadlines
- Arrange any travel itineraries including reserving transportation, hotel accommodations and preparing expense claim forms for any department related events
- Assist the Administrative Officer in coordinating department events such as Department Retreat, Winter Social functions
4. Responsibility:  
**Supervision 15%**

**Duties:**
- Provide direct, formal supervision to the Undergraduate Secretary, and Accreditation Support Staff
- Provide training, mentoring, and supervision of office staff to meet the needs of the Department
- Establish schedules of hours, taking into consideration vacation, sickness and absences, and monitoring work load
- Monitor work assignments and provide guidance to ensure efficient completion of work
- Complete performance evaluations

5. Responsibility:  
**Administration of Research Grant Applications and Research Accounts 10%**

**Duties:**
- Provide guidance and support for the structuring of research-funded appointments and general research accounting
- Coordinate all documents for Chair’s signature
- Provide advice to Chair regarding UVic Policies (Purchasing, Accounting Services, UHire, etc.)
- Review all expense, travel, professional development, Purchase Card claims requiring Chair’s signature
- Ensure chargebacks (photocopying, machine shop) are prepared and submitted on a monthly basis

**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.
- Advanced computer skills with MS-Office Suite, email management and Outlook calendaring and various University web applications and forms
- Comfortable in learning any new computer software as required

**Specialized Knowledge/Education:**
- Completion of some post-secondary courses in office administration is preferred
- Knowledge of the University’s academic regulations, and the Faculty Collective Agreement including the ARPT processes.
- Microsoft Office (Excel, Word, Power point, Outlook Exchange) Adobe Acrobat and Professional, and comfortable using MAC

**Experience:**
- At least three years experience working in a senior administrative support role
- Experience working in a post-secondary academic environment and proven supervisory experience is desirable
- Experience with UVic information system (FAST, BANNER) and UVic forms (Human resources and accounting forms) would be beneficial
An equivalent combination of education and experience may be considered.

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<th>Employee’s Signature:</th>
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<td>Supervisor’s Signature:</td>
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