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<tr>
<th>JOB: Secretary/PB7</th>
<th>TITLE: Administrative Assistant to the Associate Director, Undergraduate Programs &amp; Partnerships</th>
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<tr>
<td>DEPARTMENT: School of Nursing</td>
<td>POSITION NO: 992614</td>
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<tr>
<td>SUPERVISOR: Administrative Officer</td>
<td>LAST UPDATED: January 2019</td>
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**SUMMARY:**
The University of Victoria School of Nursing is a leader in undergraduate and graduate nursing education and research in partnership with different educational, community and practice organizations. The School offers the Bachelor of Science in Nursing degree (BSN) to prepare nurses to work with individuals, families, and communities, guided by health promotion principles. The BSN program is delivered through a collaborative partnership with colleges in British Columbia (Camosun College, College of the Rockies, and Selkirk College) and the Northwest Territories (Aurora College). The School of Nursing also offers two graduate degrees: a PhD in Nursing and the Master of Nursing Degree with four options: (Advanced Practice Leadership, Nurse Practitioner, Nurse Educator, and Double Degree in Nursing and Health Informatics).

The School is situated in the Faculty of Human and Social Development (HSD), a multi-professional faculty with a commitment to the student experience of dynamic learning in extraordinarily rich practice and community setting for vital impact on health and social development.

This position works closely with the Associate Director of Undergraduate Programs and Partnerships as well as the BSN Program Academic Partnership Coordinator to provide a significant amount of coordination, administration, and information management in collaboration with the BSN college partners. This position coordinates the administrative functions for several partnership level committees by organizing meetings, managing multiple deadlines and key dates, preparing and distributing agendas and meeting information using Connect, and taking meeting minutes.

This position provides dedicated and advanced administrative support to the Associate Director including but not limited to calendar management, meeting and travel arrangements and creating and managing a wide variety of correspondence and materials, including reports and presentation materials. This position also provides some administrative support the BSN Partners Academic Coordinator. The position deals with sensitive, or confidential matters with tact and diplomacy when advising faculty, staff, and college partners on administrative policies and procedures. In conjunction with other staff and faculty, position manages the administrative details of the UVic academic calendar changes cycle, processes the forms and final presentation in conjunction.
## MAJOR RESPONSIBILITIES AND DUTIES:

### 1. Responsibility: Committee Support (40%)

**Duties:**
- Provides administrative support and coordination for several BSN and college partnership level committees including: UVic and College BSN Partners Steering Committee, Victoria BSN Steering Committee (VICBSN); UVic and College BSN Partners Undergraduate Curriculum & Evaluation Committee; Recruitment, Admissions, & Selections Standing Committee (RASC); Curriculum and Evaluation Standing Committee (CESC); and Academic Progression Standing Committee (APSC).
- Acts as primary contact for all partnership committee level memberships
- Maintains distribution lists and committee memberships lists
- Coordinates committee meetings including:
  - reserving meeting rooms and required equipment;
  - scheduling meetings to maximize attendees’ attendance;
  - preparing and distributing agenda and meeting materials;
  - posting committee materials to Connect site
- Recording meeting minutes and arranging follow up action items arising from meetings
- Prepares presentations as required.
- Researches information as required.

### 2. Responsibility: Administrative Support for the Associate Director, Undergraduate Programs and Partnerships (25%)

**Duties:**
- Coordinates the Associate Director’s calendar, meetings, and travel arrangements.
- Establishes priorities and demands on the Associate Director’s schedule by distinguishing between urgent and important.
- Completes and processes reimbursement and travel claim forms.
- Creates, edits, formats, and manages a variety of correspondence and materials which may include reports, PowerPoint presentations, charts, diagrams, etc.
- Researches, tracks, and compiles data required by the Associate Director for decision making, meetings, policy development, etc.
- May provide support on special projects, as needed.

### 3. Responsibility: Administrative Support for the BSN Program Academic Partnership Coordinator (20%)

**Duties:**
- Creates, edits, formats, and manages a variety of correspondence and materials which may include reports, PowerPoint presentations, charts, diagrams, etc for the Canadian Association of Schools of Nursing (CASN) Accreditation process, British Columbia College of Nursing Professionals (BCCNP) program review process, and partnership curriculum and evaluation initiatives
- Researches, tracks, and compiles data required by the BSN Academic Partnership Coordinator for decision making, meetings, policy development, etc.
- May assist with travel arrangements.
- May complete and process reimbursement and travel claim forms.
- May provide additional administrative support, including special projects, as needed.

### 4. Responsibility: Curriculum management and calendar changes (10%)

**Duties:**
- Consults regularly with the School’s Coordinator of Student Affairs, the Associate Director of Undergraduate Programs and Partnerships, and undergraduate curriculum committees, to assess 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.
- Posts curriculum calendar changes and edits on the HSD Connect site.

### 5. Responsibility: General Administrative Duties (5%)

**Duties:**
- Receive and respond to inquiries from faculty, staff, students, and visitors, provides accurate information, clear direction, and makes appropriate referrals.
- Maintains a filing system according to the UVic Directory of Records Management System.
- May assist other staff and faculty as needed.

### REQUIRED QUALIFICATIONS:

**Skills:**
- Strong administrative skills, including meeting and calendar coordination and minute taking.
- Strong interpersonal and communication skills and the ability to relate well and work effectively within a team environment as well as the larger UVic community and external partners.
- Ability to organize work to meet multiple deadlines and with changing priorities.
- Strong attention to detail and accuracy.
- Experienced and proficient in the use of Microsoft Office applications, databases, or other online and computerized systems.
- Ability to maintain confidentiality and abide by privacy protocols.
- Ability to work independently with limited supervision and resolve tasks and/or problems by exercising judgement and innovation, and employing critical thinking and/or analysis.

**Specialized Knowledge/Education:**
- Knowledge of office and business administration and relevant best practices, obtained through experience, training, or coursework towards a certificate or diploma.
- Understanding of the University’s policies and procedures an asset.
- Knowledge of curriculum change guidelines and policies for UVic academic undergraduate calendar an asset.
- Experience with University systems, including Banner and FAST Student an asset.
Experience:
- Minimum 3 years’ experience in an advanced administrative role, preferably in a post-secondary academic setting.
- Experience providing support and coordination of committee work, strongly preferred.
- Demonstrated work experience using a variety of software and programs including MS Office, SharePoint/Connect, databases, spreadsheets, etc.
- Experience with publication software and project management skills is an asset.

An equivalent combination of training, education and/or 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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