UNIVERSITY OF VICTORIA
CUPE LOCAL 951 POSITION DESCRIPTION

<table>
<thead>
<tr>
<th>JOB:</th>
<th>TITLE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secretary/PB5</td>
<td>Secretary/Receptionist</td>
</tr>
<tr>
<td>DEPARTMENT:</td>
<td>POSITION NO:</td>
</tr>
<tr>
<td>Chemistry</td>
<td>997634</td>
</tr>
<tr>
<td>SUPERVISOR:</td>
<td>LAST UPDATED:</td>
</tr>
<tr>
<td>Department Secretary</td>
<td>Oct 7, 2014</td>
</tr>
</tbody>
</table>

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

This position is the first point of contact for the Department of Chemistry and provides front-line receptionist duties and administrative support to the Department secretary, faculty and students. Responsibilities include responding to inquiries; managing the distribution of keys; preparation of detailed, often confidential documentation using Word and Excel; preparing travel and expense claims and managing petty cash; ordering supplies; organizing room bookings; sorting and distributing mail and courier deliveries; using Banner and FAST to complete course overrides, adds and drops; assist with the coordination of seminars; and other duties of similar scope and complexity.

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

1. Responsibility: General administrative support and office operations (%60)

Duties:

- Respond to general email, telephone and in-person inquiries or redirect as required
- Provide administrative support to the Department Secretary, faculty and students
- Receive, sort and distribute incoming and outgoing mail and courier parcels
- Receive and distribute cheques for graduate students and employees
- Submit FAMIS requests for department as required
- Maintain several bulletin boards ensuring up to date information is posted
- Maintain various departmental lists and files
- Order and maintain stationery and office supplies
- Manage assignment of mailboxes for PostDocs, visiting scientists and term employees
- Ensure office equipment is in working order and arrange for repairs as necessary
- Manage photocopy access codes, including assigning codes to new students and staff
- Complete room booking for meetings, exams, classes and tutorials
- Monitor photocopy, phone, fax and printing usage and prepare invoices for chargebacks to individuals and research accounts
- Manage department petty cash, prepare travel claims and expense reimbursements for faculty; pay invoices using P Card as required
- Complete student course overrides, adds and drops and check student records as directed in Banner and FAST
- Prepare schedule of Chemistry lectures each term and distribute
- Print exams and exam placemats
- Typing and editing scientific papers, documents, and exams involving scientific and technical terms as well as preparing general correspondence and administrative forms
- Assist with preparation of Science Fair by collecting and checking applications and coordinating trophies

### 2. Responsibility: Seminar assistance (%20)

**Duties:**

- Coordinate schedule of meetings for visiting seminar speakers
- Create and display posters to advertise seminar
- Arrange hotel reservations for speakers
- Prepare expense claims

### 3. Responsibility: Administration of keys (%20)

**Duties:**

- Maintain records of keys including key assignment, approvals, deposits
- Order keys as required
- Distribution of keys for buildings, offices and lab space to graduate students, PostDocs, visiting scientists, faculty and staff
- Recall keys as necessary

### REQUIRED QUALIFICATIONS:
*(Identify the qualifications required to perform the job. These should be directly related to the work and not to the education and experience level of the current incumbent.)*

**Skills:**

- Excellent secretarial skills including attention to detail and ability to prioritize work
- Strong computer skills including MS Office applications
- Strong communication and interpersonal skills with ability to relate effectively with faculty, staff and students in a tactful and diplomatic manner
- Demonstrated organizational skills and ability to multi-task with accuracy and within deadlines while in a busy office environment with frequent interruptions
- Ability to work effectively as part of a team and to work with limited supervision

**Specialized Knowledge/Education:**

- Experience with BANNER Student and FAST Student Reporting considered an asset.

**Experience:**

1-3 years related experience in a general office environment
<table>
<thead>
<tr>
<th>Employee’s Signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor’s Signature:</td>
<td>Date:</td>
</tr>
</tbody>
</table>
