A. Summary Overview of Work Unit

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, and executive searches;
- 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

The individual in this position provides effective executive administrative support to the University Secretary. This includes assisting the University Secretary with executive search processes and support for executive search committees.

C. Primary Responsibilities & Accountabilities

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<tr>
<th>Responsibility/Accountability – Executive Search Committees</th>
<th>100% Of time spent</th>
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<tbody>
<tr>
<td>Duties:</td>
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<tr>
<td>• Provides senior administrative assistance in carrying out duties associated with conducting high level executive searches</td>
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<td>• Prepares schedules for committee meetings and interview schedules</td>
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<td>• Drafts agendas, meeting materials, minutes, and correspondence</td>
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<td>• Coordinates catering and accommodations</td>
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<td>• Prepares and maintains the search websites and Connect sites</td>
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<td>• Undertakes other duties as assigned</td>
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D. Supervision

Supervisory Responsibilities (if applicable):

None

E. Finance

Financial Responsibilities (if applicable):

- Preparing accounting forms for approval
- Signing authority to $2,500

F. Human Relations

Nature of service provided and contacts served:

- Maintains strict confidentiality of information related to searches and appointments. Manages confidential and highly confidential information.
- Liaises with search committee members, search consultants, members of university executive, other members of the university community.

G. Minimum qualifications

Skills:

- Senior level administrative and organization skills.
- Significant experience and advanced knowledge of with MS Office, UVic Connect (SharePoint), and Cascade (content management system).
- Excellent verbal and written communications skills including sharp attention to detail.
- Strong analytical and problem solving skills.

Specialized Knowledge/ Education:

- Post-secondary education.
- Thorough understanding of university governance and a demonstrated understanding of the University Act.
- Familiarity with the UVic systems and procedures.
- Demonstrated initiative.
- Ability to work both independently and part of a team.
- Ability to learn quickly and adapt to new circumstances.

Experience:

- Minimum five years’ experience working in an executive office environment.
- Experience and knowledge working with highly confidential and sensitive materials.
H. Organization Chart (attached)

Job Holder’s Signature  ______________________________________

Supervisor: Governance Services Manager

Supervisor’s Signature
Office of the University Secretary

Reporting Structure

University Secretary

Government Services Manager

Exempt Executive Administrative Assistant Level 3

Exempt Admin Assistant (temp Level 2)

Exempt Administrative Assistant Level 3

Exempt Administrative Assistant Level 3

July 2019