University of Victoria
CUPE Local 951 Position Description

<table>
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<tr>
<th>JOB: Secretary/PB10</th>
<th>TITLE: Assistant to the Chair</th>
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<tr>
<td>DEPARTMENT: Pacific and Asian Studies</td>
<td>POSITION NO: 997446</td>
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<tr>
<td>SUPERVISOR: Department Chair</td>
<td>LAST UPDATED: December 2018</td>
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SUMMARY: (Provide a brief summary of the primary functions and purpose of the position)

The Department of Pacific and Asian Studies is an interdisciplinary department offering both comprehensive undergraduate certificate, general, major, and honours programs and graduate programs. In the department, students from around the world explore their areas of interest from different perspectives and deepen their understanding of issues and events pertaining to Asia and the Pacific. Its faculty members conduct research and offer courses on topics including *inter alia* literature, language, history, critical theory, theatre, film, religion, philosophy, and politics, as well as current social and cultural issues.

Reporting to the Chair, the Assistant to the Chair provides administrative support while interacting with faculty members, students and others, both inside and outside the university. The Assistant deals with sensitive, restricted, confidential matters, and provides advice and guidance to members of the department, other units on campus, external agencies, and the public with discretion, tact and diplomacy.

The position is responsible for initiating and carrying out a variety of administrative functions of the general office including:

- Administrative support for the Chair;
- Office Management. including the supervision of one half-time 0.5FTE office staff including anticipating and planning for cyclical work demands;
- Administrative support for the faculty and department members including faculty/staff/TA/RA appointments, recruitments, reappointment, promotion and tenure cases;
- Administration of departmental budget, specific purpose, study abroad, field school and research accounts;
- Support for meetings, committees and special events;
- Other duties similar in scope and complexity as assigned by the Chair.

The Assistant manages all systems and processes that are required in a professional academic office ensuring accuracy and completeness of documentation, maintaining the departmental filing system, and facilitating the archiving or disposal as per Records Retention guidelines and Freedom of Information regulations.
### 1. Responsibility: 
**Administrative Support for the Chair and office management 50%**

**Duties:**
- Provides information and advice on a variety of complex University and Faculty policies and procedures requiring clarification, interpretation and application to members of the Faculty, department admin offices and students.
- Coordinating Chair’s calendar of meetings and events to meet deadlines; assists the Chair with faculty appointments, reappointments, promotions, leaves and awards.
- Administers faculty and sessional recruitment processes such as advertising positions, tracking and circulating application materials, collecting letters of reference, acceptance or regrets, and preparing information for selection committees; overseeing candidates’ schedules and booking hotel and transportation accommodations.
- Responds to routine and non-routine verbal and email enquiries; drafts responses for the Chair’s signature to correspondence, memos, etc.
- Prepares offer letters and appointment forms and packages for new faculty hires, sessionals, visiting faculty, and non-remunerated personnel.
- Sets-up and maintain a filing system, catalogues 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.
- Makes recommendations for changes to office and departmental processes related to technological changes and administrative policies.
- Supports the department in its Academic Program Reviews (such as collecting and preparing materials, data, arranging meetings, etc.).
- Provides support on special projects as directed by the Chair.
- Assists Chair in administering department budget and reconciliation of financial operations of the department, monitor transactions, make recommendations to the Chair on annual budget carryover submissions, provide input into enhanced planning, changes to sub-codes, and availability of funds for expenditures, in particular TA subcode in base budget.
- Assists Chair in annual DTC and academic course timetabling.
- Assists Chair in completion of EPT.
- Assists Chair in TA assignments by monitoring course enrollments to match expertise of available MA students (e.g. native or near-native speakers for language courses—both Chinese and Japanese).
- Makes PCard purchases as required.
- Monitors Chair’s Research and RA accounts.

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

**Duties:**
- Provides advice regarding University and Department policies and procedures, visitors’ entitlements and per diems.
- Responds to counter and telephone enquiries from faculty, staff, graduate and undergraduate students and the general public regarding Department policies and procedures, registration requirements, etc.
- Removal of registration restrictions and send offers to waitlisted students.
- Creates and prepare postings and appointment forms for all sessionals, adjuncts, and Teaching/Research Assistants.
- Oversees the processes for various faculty leaves (e.g. study, sick, maternity/paternity, etc.).
- Maintains faculty and staff personnel files.
• Completes assorted financial forms (payment requests, expense claims, WebReq, timesheets, etc.).
• Processes charge back including calculating amounts, producing memos and journal entries.
• Arranges travel itineraries including reserving transportation, hotel accommodation and preparing travel expense claim forms for visiting lecturers such as Lansdowne visitors.
• Maintains the departmental filing system and facilitates archiving or disposal as per Records Retention guidelines and Freedom of Information regulations.
• Orders catering for meetings/events as required.
• Supports department members on an ongoing basis on matters related to expense claim, course/program advice, transfer credits.
• Maintains communications with faculty away on research, study leave and conducting field schools abroad.
• Coordinates the Work Study program proposals for submission to SAFA; complete timesheets for payments; monitors progress to avoid over payment and to ensure suitable allocation of hours.
• Monitors Teaching Assistant budget and completion of TA appointment forms.
• Assists Graduate Adviser in funding distribution of FGS awards and departmental TA/RA funds.
• Coordinates submission of JCURA nominations to LTC.
• Coordinates departmental Student Research and Exchange award including posting, collecting applications, checking student records, preparing cheque to award winner.
• Coordinates submissions of both graduate and undergraduate donor awards and scholarships including sending out call for nominations, collect nominations, complete forms for Chair’s and Graduate Adviser’s approval.
• Assists annual ECNU/UVic scholarship exchange program to send 3 students to Shanghai, China including posting, collecting applications, booking room for interviews, coordinating with ISS before departure and with ECNU to arrange free accommodations, receiving of transcripts for transfer credit evaluation at the end of exchange period.
• Schedules timetables for field schools; monitor expenses claims to ensure field school accounts are not overdrawn.
• Submits WEBREQ personal computer acquisition purchases on behalf of faculty members and submits reports with documents to Humanities AO 3 times a year.
• Works with the graduate secretary on maintaining the department’s website to ensure information is accurate and up-to-date.
• Assists faculty with application preparation to receive special arrangement PhD program

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

Duties:
• Ensures appropriate signatures are obtained for internal and external research grant applications.
• Prepares invitation letters and appointment forms for visiting scholars/lecturers.
• Reviews all expense, travel, professional development, Purchase card claims requiring Chair’s signature. Confirms research account balances and provides advice to Chair regarding UVic Purchasing Policies as needed.

4. Responsibility:
Supervises General office staff 15%

Duties:
• Hires, trains, mentors and supervises office staff to meet the secretarial needs of the Department.
• Establishes schedule of hours, taking into consideration vacation, sickness and absences, to meet the operational needs of the Department.
• Assigns, (in consultation with Chair) and monitors work assignments/load and provides guidance when needed.
- Completes, in consultation with the Chair, performance evaluations and recommending disciplinary action as required.
- Administers, in consultation with the Chair, personnel policies within provisions of the collective agreement and UVic HR Practices.

### 5. Responsibility:
**Support for meetings; committees and special events  5%**

**Duties:**
- Attends department and committee meetings as required, and completes and distributes agenda/minutes.
- Assists with events, public talks; advertises, books rooms, orders catering, orders stables/chairs/AV equipment and support; sends invitations and collects RSVPs.

**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 organizational and problem solving 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.
- Willingness to work as part of team or without supervision, and the interpersonal skills to carry out this role effectively and efficiently.
- Ability to communicate and relate effectively with faculty, staff, students and the general public, exercising initiative, good judgment, and sensitivity regarding sensitive and confidential matters.
- Exercises patience, tact and diplomacy towards international students and visitors.
- Ability to resolve tasks and/or problems with a high degree of independence by exercising judgment, initiative, innovation, and employing critical thinking and/or analysis.
- Ability to work under pressure and be flexible.
- Skills to research and assess new information, quickly identify the heart of new problems or issues, and diplomatically and knowledgeably suggest solutions.
- Ability to liaise with relevant departments across campus and build relationships.
- Possesses advanced computer skills with MS-Office Suite, email management and Outlook calendaring and various University web applications and forms including DCU, Student FAST, Finance FAST, BANNER, FMIS, UVic registration processes, Student Admin., SharePoint, Human Resources and Accounting forms.
- Proficiency in using variety of social-media platforms.

**Specialized Knowledge/Education:**
- Completion of some post-secondary courses in office administration is preferred.
- Knowledge of the University's academic regulations, Accounting and Human Resources procedures and policies, CUPE951 collective agreement, CUPE4163 C1&2&3 collective agreement, the Faculty Collective Agreement including the ARPT processes, and the University's Freedom of Information Guidelines and Records Retention Guidelines.

**Experience:**
- At least three years’ experience working in a senior administrative support role.
• Experience working in a post-secondary environment within an academic unit is desirable.
• Experience with UVic information system (Outlook, Finance and Student FAST, BANNER, Student Admin., EPT, FMIS, SharePoint).
• Experience with developing and maintaining web content is an asset.
• Proven supervisory experience is desirable.

An equivalent combination of education and experience may be considered.

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<td>Supervisor’s Signature:</td>
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