University of Victoria
CUPE Local 951 Position Description

<table>
<thead>
<tr>
<th>JOB: Secretary/PB7</th>
<th>TITLE: Administrative Assistant, Undergraduate Admissions &amp; Advising</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT: School of Nursing</td>
<td>POSITION NO: 997865</td>
</tr>
<tr>
<td>SUPERVISOR: Administrative Officer</td>
<td>LAST UPDATED: September 2019</td>
</tr>
</tbody>
</table>

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 BSN Academic Student Advisors, the Associate Director of Undergraduate Programs and Partnerships, and the Registrar offices here at UVic and at the college partners. This position provides a significant amount of coordination, administration, and information management for all BSN students during the admissions and advising process. This position is the first point of contact for prospective BSN students and current BSN students including management of student records and tracking information related to the students’ academic experience at the School. This position may provide School level committee administrative support to the Indigenous Initiatives Committee. Additionally, this position provides support to the Administrative Officer with data management for the School’s sessional lecturer pool.

MAJOR RESPONSIBILITIES AND DUTIES:

1. Responsibility: Administrative and Advising Support for Bachelor of Nursing Programs (40%)

   Duties:
   - Supports the BSN Academic Student Advisors in providing advice and guidance to current or prospective undergraduate students; assists with advising and interpreting of policy and procedures for undergrad programs, referring issues as appropriate.
- First point of contact for students seeking information on undergraduate programming; screens and responds to all inquiries received by email, phone, mail, fax or other communication from current and prospective students, and all inquiries directed generally to the School.
- Administrative liaison with UVic Records and Admissions.
- Supports the BSN student application process by distributing applications to UVic Undergraduate Admissions and Records Office, reviewing and ensuring completion of applications, determining eligibility for application or referring to an advisor for eligibility determination depending on the complexity of the application, and emailing personalized acceptance or refusal letters to each student with specific and detailed information.
- Provides CourseSpaces support for Undergraduate Student Orientation site through regular maintenance of information, coordination of forums, etc.

### 2. Responsibility:
**Data and Records Management (25%)**

**Duties:**
- Maintains a filing system according to the UVic Directory of Records Management System.
- Creates and maintains confidential electronic undergraduate student records of submitted application documentation and subsequent program related correspondence (i.e. emails, letters of permission).
- Data entry and management of student application, admissions, licensing and registration information in relevant databases, spreadsheets, or other tracking applications to ensure students’ completion of required courses within program deadlines and to maintain students’ record of degree program is up-to-date.
- Manages restricted access to student and special project folders (including Practice Appraisal Forms from partner college sites), ensuring adherence to FOIPPA guidelines and University of Victoria policies.
- Ensures the confidential destruction of student files in accordance with FOIPPA standards and UVic records retention policies.
- Manages the legacy paper filing system for students admitted prior to transition to electronic files
- Tracks and monitors registrations for each term for undergraduate programs.
- Tracks electives and non-nursing electives, Academic Writing Requirement (AWR), academic standing, and completion limits for all undergraduate students.
- Maintains the accuracy and currency of student statistics (EETs, application and admissions numbers, demographics, graduation statistics).
- Generates statistics for use both for internal planning at the school and faculty level, as well as for sharing with other units of UVic, and with national accreditation agencies, using University systems, databases (e.g. HSData Advising), and Excel as required.
- Prepares the British Columbia College of Nursing Professionals (BCCNP) verification of program completion lists for Expected and Confirmed Graduates by ensuring students included on list have met program requirements and seeks required approval of BSN Academic Student Advisor and final signature of the Director.
- Creates and maintains Connect admissions documentation for site specific college partners and BSN students attending at those sites.
3. Responsibility: Data Management for School’s Sessional Lecturer Pool (15%)

**Duties:**
- Supports the Administrative Officer in managing the expression of interest process for sessional opportunities using Survey Monkey three times annually, including tracking responses, evaluating sessionals’ teaching history in the context of available courses, and consulting on assignments.
- Tracks and monitors the course instruction history and requirements for sessionals to hold appointments with the School (e.g. nursing registration, attendance at required meetings and workshops, etc.) as outlined in sessional appointment letters.
- Drafts and distributes confirmation of appointment communication for all sessionals.
- Prepares all Recommendation for Appointment forms for sessional lecturers for each term.

4. Responsibility: Committee Support (10%)

**Duties:**
- Provides administrative support and coordination to the School of Nursing Indigenous Initiatives Committee (IIC), which may include minute or note taking.
- Maintains distribution lists and committee membership lists.
- Coordinates committee meetings including:
  - Reserving meeting rooms and required equipment
  - Scheduling meetings to maximize attendees’ attendance
  - Preparing and distribution meeting materials prior to and after meetings
  - Arranging follow up action items arising from meetings

5. Responsibility: Undergraduate Bursaries and Scholarships (5%)

**Duties:**
- In conjunction with the BSN Student Advisor, produces and distributes scholarship and bursary awards information for the undergraduate student application process.
- Receives and collates submitted applications.
- Tracks information on individual student awards.

7. Responsibility: General Administrative Duties (5%)

**Duties:**
- During peak admissions times, provides front counter support to manage incoming queries from new applicants.
- Address student, university, and community inquiries via phone, email and in-person.
  - Provide relief and work overflow administrative support for other program areas, as required.

**REQUIRED QUALIFICATIONS:**

**Skills:**
- Excellent organizational and advanced administrative skills.
- Demonstrated experience in strong technical support skills and knowledge.
- Flexibility, adaptability, and comfort with procedural and technical change.
- Ability to apply excellent critical thinking skills and ability to exercise good judgment and solve problems quickly and effectively.
• Ability to complete workflow with attention to detail and a high degree of accuracy.
• Exhibited excellent and effective verbal and written communication skills depending on audience, in particular with students, faculty, and other departments.

**Specialized Knowledge/Education:**
• Knowledge of office and business administration and relevant best practices, obtained through experience, training, or coursework towards a certificate or diploma.
• Experience interpreting and applying policy, preference given to those with experience in undergraduate admissions policy, procedure and program requirements.
• Demonstrated experience using University systems or other large complex computer applications/systems (e.g. Banner, AIRS, FAST Student Reporting)
• Aptitude in navigating and effectively using a wide range of software including Microsoft Office, Outlook, Excel, SharePoint/Connect, CourseSpaces
• Ability to interpret, manipulate, export, input data within database systems.

**Experience:**
• Minimum three years of experience in providing advanced administrative support, preferably in a post-secondary setting.
• Experience providing support and coordination of committee work.
• Experience working in a customer relations/service environment.
• Experience working effectively in socially and culturally diverse situations and able to respond to a wide range of needs from our diverse community.
• An equivalent combination of training, education and/or experience may be considered.

<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>