University of Victoria  
Cupe Local 951 Position Description

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<tr>
<th>JOB: Secretary/PB 7</th>
<th>TITLE: Administrative Assistant</th>
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<tr>
<td>DEPARTMENT: Dean’s Office, Humanities</td>
<td>POSITION NO: 991933</td>
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<tr>
<td>SUPERVISOR: Manager, Finance and Administration</td>
<td>LAST UPDATED: December 2018</td>
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**SUMMARY:**
The Faculty of Humanities includes 14 departments and programs approximately 156 faculty. It includes departments of English, French, Gender Studies, Germanic and Slavic Studies, Greek and Roman Studies, Hispanic and Italian Studies, History, Indigenous Studies, Latin American Studies, Linguistics, Medieval Studies, Pacific and Asian Studies, Philosophy and Religious Studies.

The Dean’s office Administrative Assistant works as part of the Dean's Office administrative team that supports the activities of the Dean's Office and the Faculty of Humanities and contributes to the overall function of the office.

The Administrative Assistant reports formally to the Faculty Manager, Finance and Administration, and is supervised by the Dean’s Assistant for daily work guidance and direction. This position acts as the first point of contact for the Office of the Dean of Humanities, provides administrative support for the Dean’s Office, and works closely with the Associate Deans Academic and Research to facilitate and support their work.

This position coordinates the administrative functions for several academic committees, carrying out a wide variety of academic and administrative tasks including: liaises with other university departments on academic matters; organizes meetings managing multiple deadlines and key dates; prepares and distributes agendas and meeting information using Connect; takes minutes; assesses accuracy of information provided for meetings and record keeping of confidential information.

This position manages the Associate Deans’ schedules including calendaring, emails, meetings and travel arrangements. The Assistant deals with sensitive or confidential matters with tact and diplomacy when advising faculty and staff on administrative policies and procedures. Office administrative duties are varied and include providing administrative assistance to the Associate Dean and the Manager, Finance and Administration, and to the Dean when the Dean’s Assistant is unavailable. As a member of the team in the Dean’s Office, the Assistant participates in organizing and supporting events hosted by the Faculty to ensure the success of Faculty events.

This position will also provide basic clerical support to the Faculty Communications and Development Officers.
MAJOR RESPONSIBILITIES AND DUTIES:

1. Responsibility:  
   General office administration and reception – 35%

   **Duties:**  
   - First point of contact in the Dean’s Office - receives and responds to inquiries in person, by phone or email from faculty, staff, students and visitors, provides accurate information, clear direction and makes appropriate referrals.  
   - Handles all incoming and outgoing mail, packages, publications  
   - Maintains accurate distribution lists and database information.  
   - Provides hospitality for visitors and committee meetings as required.  
   - Monitors and maintains office supplies, office equipment, coordinates and hospitality supplies.  
   - Maintains the bulletin boards and digicaster within the Dean’s office area with current information.  
   - Submits requests to facilities management (FMIS) for routine building maintenance and repairs andFMIS requests and prepares web requisitions for the office as required  
   - Manages bookings of the Faculty boardroom.  
   - Provides some direction and guidance to departmental office staff members on general university and faculty policies and procedures.  
   - Maintains electronic and hardcopy filing system according to the UVIC Directory of Records Management System.  
   - Distributes/circulates all relevant service notices or facilities procedures to office staff via email.  
   - Maintains key inventory including, tracking key allocations, inventory and ordering as necessary.  
   - Assists in the organization, logistics, and support of annual events, special events and projects, which could include creating and sending out invitations, guest lists, rsvp tracking, preparing name tags, ordering catering, AV needs, attending events to receive and welcome visitors, assists in the set-up and take-down of event materials such as tables, banners, and other similar items.

2. Responsibility:  
   Administrative support to Associate Deans Academic & Research – 40%

   **Duties:**  
   - Coordinates the Associate Deans’ schedules, meetings, calendars and travel arrangements.  
   - Coordinates the Associate Deans’ meetings with members of the UVIC community, including preparing and providing files and background materials for meetings and inquiries.  
   - Establishes priorities and demands on the Associate Deans’ schedules by distinguishing between urgent and important.  
   - Organizes briefing sessions with the Associate Deans and anticipates required elements and sufficient planning time for events including confidential meetings with faculty and staff.  
   - Examines various forms submitted from departments, faculty or students for the Associate Deans signature and processes them appropriately such as academic concessions forms.  
   - Provide support with printing and photocopying  
   - Provides support with the coordinating the Work Study program proposals for submission to SAFA and monitors submissions  
   - Completes and processes reimbursement and travel claim forms for the Associate Deans.
• Provides support for committees and meetings chaired by the Associate Deans by scheduling meetings, preparing and distributing information, attending and taking minutes, uploading documents to SharePoint/Connect.
• Supports Faculty award processes, by collecting and compiling nominations for committee review and communicating recommendations to Student Awards and Financial Aid.
• Assists with administrative support for HUMS courses.
• Collects, compiles and manipulates data for Associate Deans on course enrolments, EETs, etc. from FAST and SAS and converts data charts as needed.
• Provides other similar administrative support to Associate Deans and works on special projects, as needed.

3. Responsibility:
   Administrative support to Manager, Finance and Administration – 20%

   Duties:
   • Assists with the administration of Faculty-wide finance, equipment and capital processes
   • Assists with space allocation, including office moves and plans for renovations.
   • Reviews accounting and payroll forms for accuracy and obtains appropriate signatures and processes as per UVic financial processes.

5. Responsibility:
   Other – 5%

   Duties:
   • Provide Assistance to the Dean when Dean’s Assistant is unavailable:
     • Coordinates the Dean’s appointment calendar, ensuring background information is compiled and available for meetings.
     • Contacts parties to coordinate meeting times and dates between the Dean and other members of the University, faculty, staff and outside organizations.
     • Prepares documentation in compliance with policies and procedures at the Dean’s request.
     • Assists the Dean’s Assistant during busy times and/or with special projects
     • May assist other Dean’s Office staff 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.
   • Ability to organize work to meet multiple deadlines and with frequent interruptions.
   • Strong attention to detail and accuracy.
   • 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. Ability to maintain confidentiality and abide by privacy protocols.
   • Experienced and proficient in the use of Microsoft Office applications and UVic systems (FAST and SAS), databases or other online and computerized systems.
**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, procedures, governance, Collective Agreement an asset.

**Experience:**
- 2 years’ experience in an administrative role.
- Demonstrated work experience using a variety of office equipment, software and programs including MS Office, SharePoint/Connect, databases, spreadsheets, etc.

Preference will be given for experience:
- In a post-secondary environment.
- Using large, complex systems (e.g. FAST, Webreq, FMIS or equivalents).

An equivalent combination of training, education and/or experience may be considered.

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<td>Supervisor’s Signature:</td>
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