SUMMARY:
University Systems serves a diverse client base including students, faculty and world-renowned researchers. We consist of three major units: Academic & Administrative Services, Infrastructure Services, and UVic Online, all working together to provide computing, communications and technology in support of the university's learning, teaching, research and administrative activities. We support high profile research projects like VENUS, NEPTUNE and ATLAS and work as part of the BCNET consortium. We exist in a complex work environment where we must effectively navigate complex, cutting edge and ever-changing technology, and information security and privacy issues in order to be the best information systems organization in the Canadian university system.

Our normal business hours are 8:30 AM to 4:30 PM, while client-facing service entities may be open from 8:00 AM to 11:00 PM; system maintenance may be performed off-hours and major issues are responded to on a 24/7 basis.

Reporting to the General Office Supervisor & Assistant to the CIO, the Administrative Assistant provides various administrative services to support the CIO, Directors, Systems Leadership and all Systems employees in this large and busy department. Using a mixture of university software, the incumbent will assist in the daily operations of the department and ensure excellent service for staff, guests and students. The Administrative Assistant is responsible for managing delegated calendars, responding to all Human Resources related paperwork, data entry for departmental payroll, reconciliation of operating budgets, addressing any erroneous charging, coordinating all departmental events, processing orders and obtaining reimbursements from clients. The incumbent will delegate work to, and train, clerk positions in the same office.

MAJOR RESPONSIBILITIES AND DUTIES:

1. Responsibility: Exchange Calendaring Assistance – 20%

   Duties:
   - Under the direction of the Office Supervisor, manages the ACSV Director, UVON Director and INFR Director calendars and works closely with them to oversee the immediate and everyday demands of their busy schedules
   - Responds to meeting invitations and schedules and coordinates calendars

2. Responsibility: Accounting / Payroll – 10%

   Duties:
- Prepare departmental payroll and enter timesheets into Banner Payroll and calculating statutory holiday spreadsheets
- Extract and process payroll information from TimeTracker (an internal tracking application specific to Systems)
- Process external billing to clients using FAST A/R and follows-up on payments
- Maintains office petty cash, ensuring accurate recording and a timely repayment of expenses
- Prepare accounting forms
- Process adjustments and chargebacks (using FAST Journal Voucher) for AV Rentals, Room Bookings, erroneous charges, etc.

### 3. Responsibility: Human Resources – 30%

#### Duties:
- Run various expiring appointment forms (terms, reclassifications, 3 year PEA positions, etc.) within DAD (our internal Departmental Administrative Database) and work with management to ensure necessary paperwork is submitted prior to posted Payroll deadlines
- Prepares various HUMR/HRIS/ACCT related paperwork for approval
- Assists hiring managers within UVic Careers
- Files documentation within organized on-line personnel folders on Netdrive
- May respond to confidential materials, but anything highly confidential will be escalated to the Administrative Officer
- Liaises with Human Resources to provide/verify general information
- Updates personnel information in DAD, the Departmental Administrative Database
- Assists with new and terminating checklists
- Prepares salary reallocation requests

### 4. Responsibility: Administrative Assistance – 10%

#### Duties:
- Acts as first point of contact for the Directors
- Attends meetings and records/transcribes minutes
- Organizes various events, including room bookings, catering, etc.
- Makes travel arrangements
- Provides training for Clerks in the General Office, providing feedback on delegated work and reviewing for accuracy
- Ensures completeness and accuracy of electronic files on SharePoint and Netdrive
- Monthly Systems Metrics
- Maintains General Office WIKI
- Purge old files in accordance with UVic’s record management policy
- Other duties as required and assigned by the Office Supervisor

### 5. Responsibility: Budget / Orders – 20%

#### Duties:
- Regular tracking and reporting of Systems operating budgets
- Prepares orders and processes invoices
- Review order requests for accuracy
- Data entry into the Purchase Database, processing Web Requisitions and Credit Card orders
- Troubleshoots orders (e.g. receipt of goods and invoices)
- Reconciliation of transactions against actuals
- Reconciliation of staff purchasing cards
- Completion of reporting forms of anticipated actuals for fiscal year-end purposes
- Meet all fiscal year-end responsibilities and deadlines
6. **Responsibility: Reports – 10%**

**Duties:**
- Run outstanding order and invoice reports within purchases database
- Run outstanding queries report within FAST Reconciliations database
- Run project reports as requested by project managers
- Run outstanding WebReqs report
- Run outstanding FAST A/R report
- From the results of above reports: contact appropriate vendors/clients or internal departments to resolve outstanding issues

**REQUIRED QUALIFICATIONS:**

**Skills:**
- Ability to adapt to a changing environment.
- Superior organizational skills and ability to pay attention to detail is critical.
- Proven accuracy with numbers and an ability to complete established accounting or human resources related calculations.
- Ability to plan and organize competing priorities to meet strict deadlines in a complex environment with multiple tasks.
- Ability to multi-task and to work with interruptions.
- Superior verbal and written communication skills.
- Ability to effectively assess and organize work processes for efficiency and service.
- Ability to train other employees in relevant skills.
- Maintain confidentiality in working with employee information and files.
- Ability to provide a high level of customer service.
- Ability to work independently and in a team environment.

**Specialized Knowledge/Education:**
- Financial reporting and processing software (e.g. FAST)
- SharePoint or similar
- Preference would be given to applicants who have business training or certification

**Experience:**
At least 3 years of administrative experience, including relevant financial activities and customer service. Working in a high volume environment. Equivalent combinations of training, education and experience will 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>