#### Trent University LogoOPSEU JOB DESCRIPTION

**Job Title:** Academic Administrative Assistant

**Job Number:** SO-015 | VIP: 1221

**Band:** OPSEU-6

**Department:** History and Languages & Linguistics

**Supervisor Title:** Chair, History & Coordinator of Lanuages & Linguistics

**Last Reviewed:**  September 21, 2021

#### **Job Purpose:**

Reporting to the Chair, the Academic Administrative Assistant performs a variety of administrative, budgetary, human resource management, data analysis, event planning, and clerical duties related to the operation of the department. The Manager of the Office of the Dean of Arts and Science will provide indirect oversight to the Academic Administrative Assistant to maintain procedural consistency across academic departments within the Arts and Science.

#### Key Activities:

##### Academic Administration

* Manages the Departmental office. This includes addressing faculty, staff, student, parent, and public questions (e.g. complaints, concerns, and general information) by interpreting policy; acts as an effective spokesperson for the Department; receiving, interpreting, and conveying verbal and written information with clarity; provides advice and procedures with a view to ensuring maximum office efficiency and client satisfaction.
* Manage Departmental email accounts by monitoring and responding to requests or forwarding to appropriate department/personnel.
* Responsible for document management and retention; develops, manages, and maintains paper and electronic filing systems specific to program needs
* Arranges department and committee meetings as necessary, room bookings, and takes meeting minutes.
* Liaises with Trent’s Registrar’s Office regarding policy and procedural matters, scheduling, student records, and communicates confidential information about waivers, conditions, exceptions etc. with respect to students
* Liaises with Office of the Dean of Arts & Science regarding course offerings, course syllabi review prior to submission, operating budgets, CUPE 1 and CUPE 2 hiring, hour allocation, timesheets/VIP
* Provides administrative support to the Chair for TUFA and CUPE recruitment and hiring processes by drafting and processing job postings, collecting applications and corresponding with applicants, setting up interviews, and arranging travel and accommodation for candidates.
* Support the Chair with TUFA tenure and promotion files collecting student and colleague letters of support.
* Responsible for ensuring CUPE 1 members requesting Right of first refusal are provided the departmental criteria, set up in-class visits, track all ROFR information.
* Responsible for administrative duties associated with course evaluations (communicating deadlines, collecting, and sharing results with Dean’s Office).
* Acts as point of first contact for orientation and for the provision of information on workplace, university policy, and support services for new, sessional, and part-time faculty.
* Requests accounts (email, Blackboard, phones, office keys, and photocopier) for new faculty/instructors, and staff
* Maintains electronic files of departmental scholarships and awards; works with the Chair to determine lists of candidates for individual awards and prepares a summary of eligible students according to the award criteria. Notifies the award winners with a letter and the award (monetary or gift)
* Orders and maintains office supplies. Arranges room bookings for Department.
* Manages key and door code allocation for departmental spaces.
* As directed by course instructors, order desk copies from bookstore or publisher.
* Organizes the Department alternate exam date/time for students who have missed an exam, consults with course instructors for list of student attendees, and exam material needed, provides completed examination materials back to course instructors.
* Develops and applies for funding through Trent University Work Study (TWSP) program; hires the candidates for TWSP office assistants; assigns and supervises the work of TWSP office assistants.
* Monitors and updates the Departmental website as necessary
* Creates and manages social media accounts for department
* Attend the Academic Administrative Assistant Meetings and other training as applicable to job
* Assist with Convocation

##### Cyclical Review

* General support of the Quality Assurance processes by assisting with cyclical review processes and any new programs developed within the academic unit, including:
	+ Attends Cyclical Review Workshop
	+ Collects and compiles Curriculum Vitae and Course Syllabuses
	+ Assists with development and distribution of required surveys
	+ Drafts the site visit schedule for external reviewers, and arranges hospitality and transportation from the hotel for the external reviewers

##### Timetabling, Enrolment Management, and Planning

* Support the Timetable Representative for the Department, and proactively manages section needs and waitlists to avoid scheduling conflicts and to promote efficient use of facilities space;
* Organizes timetable data in DCU timetabling software, screens for potential scheduling conflicts and works closely with the Scheduling Administrators throughout the academic year in regards to scheduling, enrolment monitoring, and trouble-shooting any scheduling issues.
* Maintains database of course offerings and enrollments and prepares long-range forecasts of course demand for use by the Chair in program planning

##### Teaching Support/GTA/Markers/Academic Assistants/Lab Demonstrators

* Maintains departmental database of teaching support needs;
* Summarize and post course support needs for department;
* Prepares budget to submit to the Dean’s Office for Fall, Winter, and Summer terms; responsible to ensure that this budget is met;
* Reviews and approves employment record forms before Chair approval, and submission to the Dean’s Office;
* Updates and provides instructions for guiding new employees to access and complete safety training
* Assigns, and monitors timesheets throughout the term, and is responsible for payroll reporting (i.e delegate in VIP)
* Working with the chair to produce the GTA course listing for Dean approval, once approved post on departmental website. Confirm GTA assignment and process hiring paperwork for the Graduate Studies Office.
* Communicates with Graduate Studies with regards to – GTA hirings and confirming graduate student status when hiring markers/graders and academic assistants

##### Events

* Assists with planning, and coordination of lecture Series
* Assists the department with Thesis Course Coordinators to coordinate presentation events, advertising events, and booking locations.
* Liaises with faculty in obtaining speakers' contact information, prepares letters of invitation, plans an itinerary for the speakers’ day at Trent, and organizes travel accommodation.

##### Financial

* Provides administrative assistance with the management of the departmental operating budget and departmental trust accounts.
* Monitors monthly statements.

##### Special Tasks/Other Duties

* History
	+ Order library resources for Faculty
	+ Responsible for creating the Durham Timetable
* Language & Linguistics
	+ Provide administrative assistance to TEFL postgraduate certificate – working with registrars office to register students manually
	+ Assist with planning the annual Language Festival

#### Education Required:

* General Bachelor’s Degree (3 year) required.

#### Experience/Qualifications Required:

* Two years of administrative experience.
* Expertise in the use of standard word-processing and spreadsheet applications including Word and Excel, demonstrated ability to master new computer platforms; familiarity with web-authoring program
* Excellent organizational skills and problem-solving skills with strong attention to detail
* Financial management experience including budget development and implementation.
* Maturity, good judgement, tact, and the ability to maintain confidentiality.
* Ability to work accurately in stressful conditions with multiple demands, tight deadlines, and changing priorities.

#### Supervision:

* Supervise and direct the activities of student employees

**Job Evaluation Factors:**

Managers are requested to fill out the section below for job evaluation purposes.

##### Analytical Reasoning

*This position requires analytical reasoning to choose the most appropriate course of action from among a variety of possible methods, processes and solutions within limits defined by standard or established practice. Work planning occurs within defined time frames, and may require adjusting plans and priorities to respond to changing circumstances.*

##### Decision Making

*Decisions are standardized but somewhat varied and adaptation is required: the employee receives occasional supervision in carrying out tasks that call for decisions beyond the scope of standard/established practice.*

##### Impact

*Impact on the organization is typically confined to the work group or individual clients or service partners and would not extend beyond those immediately impacted: errors are easily detected by colleagues working in the same section, but may affect the work of these colleagues in terms of the time required to trace the error and make necessary corrections.*

##### Responsibility for the Work of Others

*Student Employees – TWSP Office Assistants – hiring, training and orientation, assignment of tasks, attendance, payroll/timesheet processes*

*Indirect Responsibility*

* *Student Employee (i.e., Academic Assistants, Student Markers)*
* *CUPE 1 Hourly Employees (Lab Demonstrators, Marker/Graders)*
	+ *responsible to identify and actively inform qualified students beyond standard job postings regarding departmental opportunities*
	+ *responsible for carrying out hiring procedures ensuring training and safety orientations are completed, assignment of tasks (i.e., labs/tutorials, marking), dealing with scheduling issues (i.e., student employee is sick, replacement needed), payroll/timesheets accuracy checks prior to Chair’s signature, budget managing of all student and CUPE 1 hours to stay within Dean’s office allocated budget*

##### Communication

##### *Internal*

##### *• Students – respond to questions with answers and/or direct to appropriate; dealing with scheduling issues, share relevant information such as graduation/convocation instructions, announcements of events or job opportunities in the department*

##### *• Faculty - to consult with them (courses, scheduling, student records, assignments, committee work)*

##### *• Undergraduate Departments – Chairs, AAAs, Department Coordinators – course scheduling coordination, student scheduling issue solutions*

##### *• Dean’s Office and Durham – share and obtain relevant information as required; reading course applications, course offerings, CUPE & TUFA recruitment and hiring, university policies and procedures*

##### *• Provost Office – cyclical review*

##### *• Payroll/Human Resources – VIP*

##### *• Academic Advising – share and obtain relevant information concerning student situations as required*

##### *• Registrar’s Office – share and obtain relevant information as required; student transcripts, interpretation of university policy, room bookings*

##### *• Graduate Studies – GTA hirings and confirming graduate student status when hiring markers/graders and academic assistants*

##### *• Admissions & Recruitment – share and obtain relevant information concerning Open House events, University Fair events, volunteers, prospective students*

##### *• Bookstore – ordering and purchasing textbooks*

##### *• IT – setting up new staff and faculty emails, department/dual degree webpages, computer problems*

##### *• Finance – purchase order budget statements, request for payment to prize winners*

##### *• Food Services – catering arrangements*

##### *• Advancement – handles queries related to trust accounts*

##### *• Print Shop – printing requests, photocopier readings and ordering paper*

##### *• Facilities Management – reports and requests repairs*

##### *• Trent International Program – consults regarding registration for international students and access to courses*

##### *• Communications – website design, consults regarding advertising of events*

##### *• Alumni – sharing of data regarding alumni*

##### *External*

##### *• General Public – answers questions, refer to appropriate professors*

##### *• Parents/Future Students – provide general information regarding programs, as required*

##### *• Alumni – provide program information and direct queries to appropriate source; interact with Alumni at special events*

##### *• Office Supply Company - questions about orders*

##### *• Hotels – visiting speakers and candidate accommodation*

##### Motor/ Sensory Skills

*• Fine Motor Skills/Dexterity – Keyboarding, filing*

*• Coordination – filing, transporting materials, organizing*

*• Hearing and touch – computer use, responding to telephone and people in the office*

*• Visual – Computer use, reading*

##### Effort

*• Attention to detail and accuracy – budget, data/records analysis*

*• Sustained concentration required - proof reading, compiling data, frequent interruptions*

##### Working Conditions

*Physical*

*• Neck, back and eye strain – sitting for extended periods, computer use*

*• Standing, stretching – Photocopying, shredding*

*• Bending, lifting, carrying – filing*

*Psychological*

*• Stress – multiple, competing work priorities*

*• Disgruntled students, parents and faculty*

*• Frequent interruptions*