#### Trent University LogoEXEMPT JOB DESCRIPTION

**Job Title:** Administrative Coordinator

**Job Number:** X-430 | VIP: 1754

**Band:** EXEMPT-4

**Department:** Student Housing

**Supervisor Title:** Director, Student Housing& Residence Life

**Last Reviewed:** March 21, 2024

#### **Job Purpose:**

Reporting to the Director, Student Housing & Residence Life, the Administrative Coordinator provides complex and confidential human resources, administrative, communications, and operational support to the department and leadership teams. This position operates independently to ensure the effective and efficient operations of the office. The incumbent coordinates and supports several committees as part of the department’s commitment to student consultation and the associated legal obligations under the Residential Tenancies Act.

#### Key Activities:

* Provide confidential administrative support to the Director and leadership team. Receive and use discretion in handling confidential, personal, and proprietary information.
* Support the Director in managing calendaring, correspondence, and internal and external communications issues, including following up on items that require responses, are time sensitive, or are required to advance the work of the department.
* Coordinate department human resources activities for full-time employees including hiring processes, selection committees, reference, and criminal record checks, pre, on, and off-boarding activities, and performance evaluations.
* Coordinate committees and ensure that documentation is kept on student consultations on all major questions relating to living accommodation to support the university’s legal obligations and residence exemption under the Residential Tenancies Act.
* Provides team administrative support for meetings, team celebrations, staff appreciation initiatives, etc.
* Purchases office supplies, office furniture, technology, and completes leadership team financial reconciliations.
* Provide administrative support for student employment recruitment, selection, and training.
* Manage department memberships in professional associations and coordinate conference travel arrangements.
* Develops and manages the department’s technology asset management system.
* Lead short term special projects as requested by the leadership team.
* Some evening and weekend work might be required to support department activities.
* Other duties as assigned.

#### Education Required:

* Honours Bachelor’s Degree (4 years) in Business.

#### Experience/Qualifications Required:

* A minimum of three (3) years of experience in an administrative support role.
* Detail orientation with an ability to manage multiple competing tasks and priorities with tact and diplomacy.
* Adept at problem solving and excellent judgement in situations requiring initiative and tact.
* Experience with office procedures and administration.
* Familiarity with legal documents.
* Commitment to equity, diversity, inclusion, and accessibility.
* Attitude and aptitude toward continuous improvement.
* Excellent interpersonal, verbal, and written communication skills.
* High level of proficiency with the Microsoft Office 365 Suite with strong virtual communication skills.
* Experience with project and event management, and reporting.
* High degree of enthusiasm, creativity, efficiency, and organization.
* Certification in First Aid and CPR within the last 6 months.
* Ontario driver’s license required.