**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Academic Administrative Assistant

**Job Number:** SO-196

**NOC:** 1241

**Band:**  5

**Department:** Chemistry

**Supervisor Title:** Chair/Director

**Last Reviewed:** May 14, 2015

**Job Purpose**

Under the general supervision of the Department Chair, provides administrative support and secretarial services to the Chair, other assigned faculty and scientific staff. Performs a variety of secretarial, budgetary, human resource management and clerical duties related to the operation of the Department.

**Key Activities**

1. Administers and co-ordinates the business of the Department office, addressing faculty, student, 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 leadership in advising improvements to existing Department policy and procedures with a view to ensuring maximum office efficiency and client satisfaction.
2. Assists the Chair with preparation of the demonstrator budget, and facilitation of the hiring of contract, CUPE and student demonstrators including record keeping.
3. Under the direction of the Chair, proactively organizes, determines eligibility, maintains records, and, advises on lab scheduling and students’ assignments to lab sessions.
4. As a member of the Chemistry Departmental Budget Committee provides administrative assistance with the management of the departmental operating budget, chemistry scientific equipment budget, undergraduate equipment account and departmental trust accounts. Electronically downloads all monthly statements for these accounts, files, and prints and distributes copies to members of the Budget Committee. Drafts line items for Budget account based upon previous years' expenses and projections for upcoming year taking into consideration new faculty needs where applicable etc. Monitors monthly statements.
5. During faculty recruitment process arranges accommodation, scheduling and assists with travel arrangements. Acts as first point of contact for orientation and for the provision of information on workplace, university policy, and support services for new, sessional and part-time faculty.
6. Arranges appointments, screens calls, sends and receives faxes; answers routine correspondence, memoranda, and e-mail on own initiative or with brief instruction.
7. Maintains awareness of items to be brought forward or followed up and produces memoranda/documents for signature of Chair. Uses discretion when handling confidential material.
8. Opens and sorts incoming mail, attaches related material for Chair’s use; answers routine correspondence on own initiative or from brief verbal. Redirects mail to other faculty, scientific staff etc. as appropriate.
9. Types correspondence, memoranda, in support of the administrative work of the Department as required by the Chair and faculty members; handles confidential material.
10. Develops, manages, and maintains Departmental and student files and records, and when requested, selects and compiles information and statistics from these records (student enrolment, audit data, staffing, teaching load, class size, etc.).
11. Co-ordinates departmental records and provides administrative assistance for hirings, job advertisements, course offerings, registration, honours applications, tenure and promotion, class lists, academic summaries. Utilizes other decision-support applications such as Colleague and IRIS and spreadsheet programs to provide faculty with material essential to their teaching and to provide Departmental information as requested by the Chair.
12. Under general supervision of Chair, liaises with Office of the Registrar regarding policy and procedural matters and communicates waivers, conditions, exceptions, etc. regarding particular students and circumstances..
13. Orders and maintains office supplies. Arranges room bookings for Chemical Sciences Building (CSB) Room D111 for science faculty, support staff, graduate students and others. Arranges for Special Events bookings. Oversees Departmental LCD projector and Laptop computer bookings.
14. Provides administrative support to the Chair and Faculty Timetable Representative. Prepares and distributes memo to course instructors summarizing information required by the Registrar's Office for scheduling and provides instructors with loading sheets. Collects data from faculty and synthesizes into one departmental submission for review by the Chair prior to sending to the Registrar's Office. From information on 'MyTrent' produces Chemistry departmental timetable chart showing all course offerings scheduled for Chemistry for the academic year. Circulates the chart to faculty and staff. Updates the chart as timetable conflicts are resolved. Keeps electronic list of course/laboratory timetable conflicts and advises Chair. Liaises with scheduling officer regarding timetable scheduling changes requested by Chair and chemistry faculty.
15. Provides administrative support with calendar copy. Prepares and sends memo/current calendar copy to Chemistry faculty requesting that they review material for their courses and indicate any errors/omissions. Compiles information received from faculty into the electronic calendar copy received, prepares a draft for review by the Chair. Forwards corrected/updated calendar copy to the Vice-President Academic office electronically as required. Reviews calendar galleys when received and inserts any corrections/updates required.
16. Provides administrative support to the Chemistry Honours Programs Coordinators by corresponding with students, booking rooms and arranging oral thesis examinations in fall and spring terms. Sets up the Chemistry Honours Information Session, books room, distributes schedule electronically to undergraduate students and posts paper notices in bulletin boards.
17. Arranges Departmental meetings, prepares and distributes agenda. Recording Secretary for the Chemistry Departmental Committee. Attends Departmental meetings and takes minutes, word processes. Also arranges various committee meetings as requested. Provides administrative support to the Chemistry Visiting Speakers' Program. Drafts annual dates for Chemistry/Physics Seminar Program. Liaises with faculty in obtaining speakers' contact information, prepares letters of invitation etc., regularly updates faculty as to dates when speakers are needed and when dates are filled, and processes visiting speakers' expenses.

**Periodic Activities:**

1. Chemistry Departmental Prizes/Awards. Liaises with external organizations and donors who provide prizes to undergraduate chemistry students helping to ensure that the Department receives the appropriate nomination forms and prizes each year. Prepares and sends out nomination forms and prize notification to students. Liaises with the Advancement Office and Financial Services in the set-up of new chemistry prizes. Arranges the annual chemistry undergraduate awards ceremony by booking rooms, requesting prize cheques, typing congratulatory letters, ordering refreshments, publicizing the ceremony and providing the Chair with ceremony presentation agenda.
2. Compiles and prepares faculty, staff, and graduate and undergraduate enrolment statistical data for the annual Committee of Chairs of Departments of Chemistry of Ontario Universities (CCDCOU) and the Canadian Council of University Chemistry Chairs (CCUCC). Enters data on websites for these organizations and prints agenda, minutes and supporting documentation for Chair to take to these meetings.
3. Coordinates the production of the Chemistry Honours Programs Information Booklet. Liaises with Honours Coordinators requesting program changes/updates. Emails faculty requesting research description/publication updates. Reviews and updates degree/course regulation section as per calendar copy. Word processes changes/updates in booklet and arranges for the printing and distribution of the booklet to faculty, staff and students
4. Coordinates liaison with external organizations, especially in the local area.
5. Acts as a trouble shooter for office equipment.
6. Provides faculty with course text order forms and a summary of information needed by the Bookstore. Follows up with faculty who have not submitted order forms in order to help ensure that textbooks are ordered in a timely manner and that there are textbooks in place at the bookstore for students at the start-up of term. Liaises with textbook department regarding enrolment and orders. Orientates new, sessional and part-time instructors to the textbook ordering process. Orders desk copies of textbooks and supporting teaching materials when requested.
7. Provides support to the Chemistry Library Coordinator. Emails faculty regarding library book order due dates and ordering procedures. Fills out on-line book requisition forms for Chemistry undergraduate teaching program library book orders and submits them electronically. Keeps electronic/paper records of books ordered and provides copies to Library Coordinator.
8. Establishes and maintains electronic distribution lists to facilitate quick information dissemination.
9. Management and occasional updating of Departmental webpages and site.
10. Coordinates the printing (as required) and monitors the collection of each faculty members’ student course evaluations.

**Education**

University or College (2 year) in Office Administration or Business. University Undergraduate Science Degree preferred.

**Experience Required**

Three years of general secretarial and administrative experience, including at least one year of directly-related experience.

**Communication**

Internal:

* Students - looking for professors, dropping of assignments, advising them about problems in their course selection and to set up appointments to see the Chair. Answer questions pertaining to courses, scheduling, location, and instructor.
* Faculty - to consult with them (courses, scheduling, student records, assignments, committee work)
* Computer Services - instructions email, webpages, computer problems
* Food Services - catering arrangements
* Dean's Office - to consult with them (budget, Calendar Copy, recruitment)
* Registrar's Office - timetabling, recruitment, students records, marks sheets, examinations, letters of permissions, grade changes, incompletes
* Communications - events within the department and for advertising such events
* Finance Office - budget discrepancies, request for payment to prize winners, purchase orders budget statements
* Print shop - printing jobs, order office supplies

External:

* General Public - answer questions, refer them to appropriate professors
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* Office Supply Company - questions about orders
* Alumni - reach former professors
* Hotels - visiting speakers and candidates accommodation

**Motor/ Sensory Skills**

* Dexterity - Word processing, replacing paper, toner, clearing paper jams on photocopier
* Fine motor skills - Using a mouse
* Coordination - Walking, climbing stairs
* Hearing - Responding to telephone and people in office
* Visual - All aspects of job

**Effort**

Mental:

* Sustained Concentration - Budget checking, proof reading, compiling data, frequent interruptions

Physical:

* Bending/Kneeling - Filing
* Walking/climbing - Photocopier, washroom, faculty offices
* Standing/stretching - Photocopying, filing, shredding, Reach upper shelves in office

**Working Conditions**

Psychological:

* Disgruntled students - Denied entrance to course, dissatisfaction with course grade
* Frequent interruptions