** Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Academic Administrative Assistant

**Job Number:** SO-197

**NOC:** 1241

**Band:** 5

**Department:** Sociology

**Supervisor Title:** Chair, Sociology

**Last Reviewed:** December 21, 2016

**Job Purpose**

Provides secretarial and administrative services to the Chair and secretarial assistance to other full-time and part-time faculty members in Peterborough and Oshawa.

**Key Activities**

1. Opens, sorts and re-directs incoming mail for Chair, and others as the need arises.
2. Receives and screens incoming calls and visitors, responding to inquiries about the Department of Sociology, its program procedures and requirements.
3. Reminds Chair and faculty of upcoming deadlines, arranges various department, committee and hiring meetings by booking rooms and equipment, and preparing advance notices, agendas and other materials for meetings and departmental submissions.
4. Assists with conferences, visiting lecturers and speakers, including transportation, accommodation, room-booking, receptions, publicity and honoraria.
5. Assists the Chair with confidential materials, applications, curricula vitae and personnel files, and maintains them in accordance with provincial legislation.
6. Assists Chair, departmental curriculum committee members and Department Co-ordinator in preparation of the Academic Calendar, Calendar Supplement, Exam scheduling.
7. Maintains student files and records including grade sheets, incompletes, grade changes, letters of permission, aegrotat standing, etc. and liaises with the Registrar’s Office and Trent University, Oshawa regarding student registration, class lists, and course offerings for regular and summer session courses in Peterborough and Oshawa.
8. Co-ordinates printing and delivery of course syllabi and examinations to meet academic deadlines. Ensures that faculty has available University and departmental forms and procedures related to teaching, including forms for course evaluation and research ethics. Assists faculty in preparation of bookstore lists, library reserve orders, ordering audio-visual equipment for classroom use, contacting publishers and photocopying of course materials.
9. Provides administrative services to the Chair in the hiring of tenure track and limited term appointments. Co-ordinates all areas of the appointment process involving distribution of ads, itineraries, meals, interviews, audio-visual equipment needed for interviews, notices and recruitment expenses; organizes application files and materials; books committee/interview rooms.
10. Assists Chair with organizing and distributing information and postings necessary for CUPE part-time hiring and instructors (including teaching assistants and course assistants) in Peterborough and Oshawa. Processes CUPE part-time hiring with the Office of the Dean of Arts and Science in compliance with TUFA and CUPE Collective Agreements. Assigns departmental office space for use by part-time, TA, CA and Limited Term appointments, and assists CUPE instructors in meeting deadlines for grades, expense claims, etc.
11. Maintains the Department office supplies and stationery inventory.
12. Assists the Chair with overseeing, organizing and periodically reviewing departmental yearly budgets, including monitoring expenses for long-distance telephone, various student financial awards and the Dean’s Speakers Budget. Prepares purchase orders after gathering relevant product and price information. Informs faculty where budgetary restraint is required. Reconciles expenditures against budgetary statements and follows up on discrepancies.
13. Maintains the Department bulletin boards by posting and updating information related to faculty and student job opportunities, events, conferences and research funding.
14. Maintains the departmental office and contacts relevant services at Trent to respond to needs or problems with equipment, phone, computing, keys, lighting, furnishings, signage and office security in offices, rooms and storage areas specifically designated as department areas. Administers Department space including research rooms, teaching/meeting areas and the John Hillman room.
15. Regularly informs members of the Sociology Department regarding events, deadlines, meetings, procedures and relevant information from inside and outside Trent.
16. When necessary, supervises special student examinations for faculty.
17. Develops and applies for funding through Trent Work Study Program; participates in selection of candidates for TWSP office assistants; assigns and supervises the work of TWSP office assistants.
18. Maintains departmental and student files and records, and when requested, selects and compiles information from these records. Collects and files course evaluation forms.
19. Develops, manages and maintains paper and electronic filing systems specific to departmental needs, determines file retention in consultation with the Chair, and archives data in same systems on regular basis guaranteeing the maintenance of departmental records.
20. Assists the Chair and Department Coordinator in monitoring and updating the departmental website and Departmental Blackboard pages.
21. Performs other occasional related duties as assigned which do not account for more than 5% of the total duties.

**Education**

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

**Experience Required**

* Three years of general secretarial and administrative experience, plus one year of directly-related experience required.
* Excellent typing, and computer skills and experience, including word processing (Microsoft Word), spreadsheets, databases, file management, presentation software, email and internet, including the Registrar’s enrolment and registration management system.
* Excellent interpersonal, verbal and written communication skills.
* Superior organizational skills and the demonstrated ability to take initiative essential.
* Demonstrated ability to work co-operatively with others in a complex and multi-faceted work environment essential.
* Good knowledge of budgetary procedures and meticulous attention to detail.
* Ability to handle stress and prioritize tasks in a high volume office to meet deadlines.
* Ability to work independently when required and during absences of supervisor (Chair).
* Required to take Trent University’s first-aid course and have Trent’s Office of Health and Safety first-aid kit available in the department office.
* Must be prepared to upgrade computing skills as needed or requested by the Chair by attending occasional instructional workshops provided by the University.