**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Administrative Assistant, Indigenous Studies

**Job Number:** SO-253

**NOC:** 1241

**Band:** 5

**Department:** Indigenous Studies

**Supervisor Title:** Chair, Indigenous Studies

**Last Reviewed:** September 18, 2001

**Job Purpose**

Provides general administrative and organizational support to a wide range of academic activities, including but not limited to: overall administrative, academic and organizational support to undergraduate and post-graduate academic activities which are Aboriginal culture based and sometimes located in Aboriginal communities, including all travel arrangements and organization for field trips, workshops and visiting speakers, Elders and community people and co-ordination of all Departmental purchasing, materials and equipment management and liaising with Departmental Finance Officer and budget managers to ensure budgetary approvals.

**Key Activities**

1. Provides general administrative and organizational support to a wide range of academic activities, including but not limited to: overall administrative, academic and organizational support to undergraduate and post-graduate academic activities which are Aboriginal culture based and sometimes located in Aboriginal communities, including all travel arrangements and organization for field trips, workshops and visiting speakers, Elders and community people and co-ordination of all Departmental purchasing, materials and equipment management and liaising with Departmental Finance Officer and budget managers to ensure budgetary approvals. Responsible for all purchase orders and the Departmental Visa purchases and reconciliation.
2. Provides assistance to the Native Studies Ph.D. Program Director and Director of Studies to implement all aspects of administrative, organizational and academic support for the program. Co-ordinates admissions procedures and assists Selection Committee. Facilitates correspondence; maintains files and liaises with Ph.D. Council members, faculty (including conjunct faculty), students and all other Graduate program secretaries and University departments as required. Updates and maintains scholarship and financial data, Graduate Teaching Assistantship information, program regulations, student records and graduation procedures. Maintains OCGS report files and current faculty cv's and assists with the development and submission of the OCGS Periodic Review.
3. Assists Academic Programs Co-ordinator as assigned, including but not limited to: instituting and developing new University and Departmental administrative policies; assisting with administration of off-campus program delivery, including all aspects of planning and organizational support for the Thailand Year Abroad Program; preparation of Departmental calendar copy, graduate and undergraduate, ensuring deadlines are met and that Departmental approval is received; assisting with academic timetabling; general office infrastructure , and equipment and inventory management, including computer equipment, and liaising with all University departments which provide support for the physical equipment and facility. Co-ordinates hiring and supervises student employees.
4. Sets up meetings, arranges travel for community members and Elders; circulates notices; obtains and prepares photocopies of background materials and attends Departmental meetings, Ph.D. Graduate Council meetings, Aboriginal Education Council and Program Management Committee meetings, and other meetings in an advisory capacity and reports on the progress of various ongoing projects. Takes and types minutes; distributes and maintains minute books for these meetings. Institutes and routinely upgrades Ph.D. Graduate Council and Aboriginal Education Council minute books and manuals.
5. Co-ordinates and produces funding proposals and reports for government and funding agencies. Co-ordinates the production of all aspects of the annual year-end reports for the Ontario Ministry of Education's Aboriginal Education and Training Strategy.
6. Co-ordinates Departmental communications; public relations and media liaison; paid advertising; researches and writes press releases and articles for aboriginal and community newspapers, and oversees the publication of Bimisay, the Departmental newsletter. Sends out Native Studies Ph.D. promotional literature and application packages, and follows up on correspondence with potential applicants.

**Education**

General University Degree (3 year).

**Experience Required**

1. Three years directly related administrative experience in an academic setting, including at least one year’s experience working with Aboriginal students and/or working in an Aboriginal organization or community, as well as with numerous government and funding agencies;
2. Excellent written and verbal communication and interpersonal skills.
3. Demonstrated ability to exercise judgement and use initiative in applying and interpreting a variety of procedures, practices and policies.
4. Good computing skills (Word, Access, Corel), including knowledge of Datatel/Colleague.
5. Flexibility to work independently or to work as part of a team as the situation requires.