**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Academic Administrative Assistant

**Job Number:** SO-288

**NOC:** 1241

**Band:** 5

**Department:** Physics

**Supervisor Title:** Chair, Physics

**Last Reviewed:** July 20, 2004

**Job Purpose**

Under the general supervision of the Department Chair, provides secretarial services to the Chair and other assigned faculty. Performs a variety of clerical duties related to the Departmental operation. Under the supervision of the Director of the AMINSS graduate program, provides secretarial services for that program.

**Key Activities**

1. Acts as receptionist for the Physics Department and provides secretarial service for the Department Chair and for other assigned faculty.
2. Opens and sorts incoming mail for the Chair; answers routine correspondence on own initiative.
3. Types, photocopies and arranges printing for correspondence, memoranda, course work, syllabi, bookstore lists, and examinations, material.
4. Maintains departmental and student files and records; selects and compiles information and statistics as required.
5. Maintains ongoing liaison with Registrar's Office re registration and student records.
6. Receives and screens incoming calls and visitors; answers enquiries where possible about program procedures and requirements and enrolment.
7. Arranges Department and committee meetings by booking rooms, mailing agendas, etc.
8. Assists Chair in various projects such as calendar changes, verification of class enrolment, examination timetabling, compilation of examination marks, etc.
9. Participates in the design of departmental printed materials and initiates changes to same to meet ongoing needs. Provides information to the Department website developer.
10. Maintains awareness of items to be brought forward or followed up; reminds Chair and faculty as required. As requested, may order books from bookstore or publishers, put articles or books on reserve in library and order audio-visual equipment for classes.
11. Assists with arrangements for visiting lecturers including transportation, accommodation, publicity and honoraria.
12. Types technical papers, examinations, manuals, tests, etc. (in usual word processing formats including WORD, WordPerfect).
13. Maintains financial records for the departmental budget.
14. Provides secretarial assistance to faculty assigned fractionally to the Department in connection with the following:
* All the instruction, research and committee work pertaining to the Physics Department and to the Physics-related segments of interdisciplinary programs, such as the Application of Modelling and Trent/Queen's graduate programs, similar to those duties described above, and including support for summer research students;
* An equitable share of assistance (as outlined in the University's policy on the faculty/secretarial ratio and priority of secretarial assistance) for their administrative responsibilities in small academic programs, such as Senate committees, general university affairs, etc., where secretarial support is not provided.
1. Co-ordinates graduate applications to Physics.
2. Mails Trent graduate school information to graduating physics students across Canada.
3. Maintains up-to-date information on all Physics Alumni.
4. Compiles and sends letters and application forms to students requesting information regarding the M.Sc. Programs for Physics students.
5. Makes travel arrangements for faculty.
6. Researches and orders office supplies.
7. Updates and prepares for mailing the Physics information for secondary schools in Ontario (currently 900) in August, which includes binder dividers and Year-Abroad materials.
8. Assists in recruitment and orientation of new faculty, full-time and part-time; keeps relevant records and handles expenses.
9. Provides faculty with information from the Colleague database for specific students, such as academic summaries.
10. Provides copies of student course-faculty evaluation forms to instructors before the end of their courses, and collects/files the completed forms.
11. Maintains absenteeism records for the department.
12. Oversees the work of part-time secretarial support staff and student office assistants.
13. Answers routine correspondence and telephone calls, and sends out information packages in response to student enquiries relating to AMINSS.
14. Organizes and co-ordinates new applicant files; provides documentation to serve Director.
15. Maintains ongoing liaison with Graduate Studies Office regarding registration and student records as well as marks and transcripts.
16. Makes contact with potential thesis examiners and arranges date and time for examinations. Keeps a running total on accounts, for comparison with statements from the Finance Office. Notifies the Director of potential problems.
17. Manages the graduate student Overhead account; completes expense forms for students with legitimate receipts, obtains Director’s signature, and mails to Finance Office. Provides students with photocopy cards and records. Keeps running total of each student’s expenses to ensure they remain within the set limits.
18. Updates, maintains and distributes all advertising materials for the program.
19. Books meeting, seminar, and class rooms.
20. Prints and distributes posters and emails out advertising for the AMINSS seminars.
21. Monitors Supervisory committee meeting reports to ensure required meetings are being held.
22. Assists in the updating of the AMINSS web pages as required, and at least annually.
23. Maintains necessary AMINSS office supplies.
24. Provides keys to students for the AMINSS student research area and handles key deposits.
25. Maintains program and student files and records.
26. Keeps the AMINSS secretarial manual up to date.
27. Provide course/faculty evaluation forms to students at the end of their courses. Collects and stores the completed evaluations.
28. Prepares a summary of student applications to be included in their file.
29. Submits applicants’ acceptance/rejection information to Graduate Studies Office and sends out acceptance and rejection letters from the AMINSS program.
30. Organizes the orientation day for new students and assists in their registration process.
31. Maintains up-to-date information on all AMINSS alumni.

**Education**

University, College or Technical school training (2 years).

**Experience Required**

Three years of general secretarial and administrative experience required, including at least one year in a comparable position.