**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Academic Administrative Assistant

**Job Number:** SO-290

**NOC:** 1241

**Band:** 5

**Department:** Forensic Science

**Supervisor Title:** Chair, Forensic Science

**Last Reviewed:** May 22, 2015

**Job Purpose**

Under the general supervision of the Chair, Forensic Science, provides secretarial services to the Chair and other assigned faculty. Performs a variety of clerical duties related to the program operation.

**Key Activities**

1. Administers and co-ordinates the business of the Departments, addressing faculty, student, and public questions (e.g. complaints, concerns, and general information) by interpreting policy; acts as an effective spokesperson for the Departments, 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. Arranges appointments, screens calls, sends and receives faxes; answers routine correspondence, memoranda, and e-mail on own initiative or with brief instruction. 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.
3. Types correspondence, memoranda, course work, syllabi, bookstore lists, examinations, notices, reports, minutes, etc., as required by Chair; handles confidential material. Establishes and maintains electronic distribution lists to facilitate quick information dissemination.
4. 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.). Maintains up-to-date information on alumni.
5. Co-ordinates departmental records for course offerings, registration, honours applications, external reviews, academic summaries, and provides Departmental information as requested by the Chair.
6. Liaises with Office of the Registrar regarding policy and procedural matters and communicates waivers, conditions, exceptions, etc. regarding particular students and circumstances.
7. Provides administrative services for the Chair in the hiring of instructional faculty and teaching/marking assistants by processing job postings, collecting applications and corresponding with applicants, setting up interviews and job talks, and arranging travel and accommodation for candidates. Liaises with incoming faculty and TAs; orients them to university policies and procedures.
8. Manages and administers departmental operating budget and departmental trust accounts by allocating object codes, negotiating with suppliers, determining quality, quantity, and standards of goods and services to maintain control of expenditures; through monthly analysis, reviews and corrects budget anomalies; receives and processes cash accounts; orders and monitors departmental supplies including photocopy cards; has signing authority (up to $1,500 maximum) for Departmental expenditures. Maintains stationary, office supplies and equipment inventory.
9. Arranges Department and committee meetings (prepares and distributes agenda) and takes minutes.
10. Develops, manages and maintains paper and electronic filing systems specific to Departmental needs in accordance with FIPPA requirements, and archives data in same systems on regular basis guaranteeing the maintenance of departmental records.
11. Purchases office equipment and acts as a trouble-shooter for office equipment.
12. Works with the Liaison Office on publicity and recruitment initiatives for the program.
13. Develops, manages and maintains paper and electronic filing systems specific to Departmental needs in accordance with FIPPA requirements, and archives data in same systems on regular basis guaranteeing the maintenance of departmental records.
14. Monitors and updates the departmental website and Blackboard.
15. As directed by course instructors, may order desk copies from bookstore or publisher, put exams on reserve in library, and order A/V equipment for classes.
16. Assists with timetabling, calendar copy, brochure listing course for the following academic year and co-ordinates honours information sessions and assists with preparing material for Open Houses.
17. Supervises special examinations for students, when necessary.
18. Co-ordinates the printing (as required), and monitors the collection of each faculty members’ student course evaluations.
19. Using IRIS and Colleague, input instructors teaching assignments, print class lists and academic summaries as requested.
20. Collects relevant reports and policy documents from external agencies.
21. Co-ordinates liaison with external organizations (e.g., OPP) and arranges for accommodation and other measures of hospitality for participants in the professional development program.
22. Assists with student placements for the course FRSC 3020H: Professional Placement. Primary contacts with the agencies or companies where the students are placed will be made by the placement officer (or placement coordinator), however assistance may be required for follow up contacts, proofing written communication with external agencies, and preparing documents for communication with agencies where Forensic Science students are placed. Advice on these documents will be provided by the placement officer/coordinator. Other duties will include assisting the placement officer/coordinator as determined necessary by the chair of Forensic Science in discussion with the placement coordinator and based upon need for assistance.
23. Other related duties as required.

**Education**

Secondary School Grade 12 diploma, plus two years of University or College in office administration, or business. University degree preferred.

**Experience Required**

* Three years of general secretarial and administrative experience, including at least one year of directly-related experience.
* Expertise in the use of standard word-processing and spreadsheet applications, including Word, Excel and Access; expertise in the use of the university database (Colleague and IRIS), or demonstrated ability to master new computer platforms; familiarity with web-authoring programs.
* Excellent organizational skills and the demonstrated ability to take initiative.
* Excellent interpersonal, verbal and written communication skills.
* High level of attention to detail, accuracy, and confidentiality required.
* Demonstrated skills in, and commitment to, customer service and continuous improvement.
* Ability to support administrative and academic teams by prioritizing a wide range and high volume of tasks.
* Proven ability to work both independently and as part of a team.
* Strong working knowledge of administrative and office procedures.
* Demonstrated initiative.
* Required to take Trent University’s first-aid course and have Trent’s Office of Health and Safety first-aid kit available in the Program office.
* Must be prepared to upgrade computing skills as needed or requested by the Chair by attending occasional instructional workshops provided by the University.