**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** AcademicAdministrative Assistant

**Job Number:** SO-378

**NOC:** 1241

**Band:** 6

**Department:** Indigenous Studies

**Supervisor Title:** Chair, Indigenous Studies

**Last Reviewed:** March 26, 2013

**Job Purpose**

Under the general direction of the Chair, provides administrative support to the Chair, and working with faculty and Indigenous Studies’ program Directors, (PhD, IES, Performance) to develop and support development and delivery of Indigenous Knowledge and western based academic programs; administers Indigenous Studies Diploma programs; coordinates the activities of student assistants; administers the off-campus teaching program (currently Oshawa, Thailand and Mexico.) Liaises with Indigenous graduate programs, Frost Centre for Canadian Studies and Indigenous Studies, MA in Sustainability Studies Program, Ph.D. Indigenous Studies. Coordinate, administer and oversee academic and other program activities in the Department of Indigenous Studies; liaise with and coordinate mutual initiatives with the First Peoples House of Learning; liaise with and coordinate assigned responsibilities for community/Departmental collaborative initiatives; social networking and website development and administration; coordinate and execute communications and marketing on behalf of the department (in conjunction with Marketing & Communications); coordinate, develop and execute funding proposals as directed by the Department committees.

**Key Activities**

1. *Departmental Administrative Support;*

Provides administrative and organizational support to the wide range of activities in which the Department engages; acts on behalf of the Chair as directed. Assists Chair with Departmental teaching budget development and administration, working with the complexities of several different funding sources while ensuring that the needs of the students are being met; respond to inquiries and requests from all sources, make appropriate referrals and monitors follow up; coordinate Departmental communications, social networking and website; working with the FPHL to coordinate meetings, guest speakers, joint committees, convocation; provide part time instructors with information; liaise with University services including admissions, records, library, bookstore and audio-visual departments; counsel students on University procedures and accessing of information on social and academic support; coordinate submission of final grades, arrange appropriate faculty meetings and ensure that deadlines are met; calculate prize winners for all Indigenous Studies awards, writes congratulatory letters to recipient students and arrange for prizes to be forwarded; develops and institutes new University and Departmental policies. Provides administrative support for timetabling, CUPE and LTA postings and TUFA positions advertised, prepares recommendations, staffing plans, calendar copy and USC submissions, and GTA assignments. Reporting on various Departmental initiatives such as the Departmental external reviews, Trent’s planning process, and sub-programs of the Indigenous Studies Department such as IES, Performance, Diplomas, Specializations, Ph.D., field schools or International programs. Maintain departmental archival information. Write and manage submissions of funding applications for various programs. Act as first contact for Department; reception duties for department, prepare and maintain minutes of department meetings and committees.

1. *Administer Foundations of Indigenous Learning Programs and Summer Pre-session;*

Provides administrative and organizational support to the Co-ordinator, Foundations of Indigenous Learning Program; Liaises with FPHL, Registrar’s Office and Recruiting on student admissions, recruitment opportunities and strategies; in collaboration with FPHL, develop recruitment material and prepare program materials for students. Identify student issues and in collaboration with FPHL identify appropriate remedial measures; liaises with Aboriginal Education Council, Colleges and other Departments on academic and student issues.

1. *Administers the Off-Campus and International Teaching Programs;*

Liaises with other academic institutions outside of Trent to determine course and instructor requirements; negotiates, prepares and monitors administrative budgets for off-campus activities; administers part-time instructor hiring process; provides administrative and budget support to part-time instructors; liaises with Registrar’s Office on application and admission process; coordinates the reporting of grades from various instructors.

1. *Coordinates Indigenous Studies Departmental Recruitment Program;*

Liaises with FPHL and other departmental and program recruitment efforts within the university regarding departmental recruitment priorities; prepares Indigenous Studies recruiting materials; prepares and executes an Indigenous Studies recruitment strategy; Working with local First Nations, boards of education, high schools and Indigenous service organizations to establish and maintain good working relationships and to take advantage of opportunities for Faculty or other University representatives to attend conferences, school events and information sessions when requested. Design, maintain and develop social networking, communications and websites for the Departmental programs, services and initiatives. Responds to and coordinates University requests for specialists to speak to media or to sit on committees.

1. *Liaison and Support;*

Oversight of conferences, providing interdepartmental liaison, Security, Physical Resources, Food Services, City Bus and Emergency services. Liaises with the FPHL staff and Director, IES and PhD staff, to ensure collaboration and communications adequate to joint efforts. Liaises with FPHL, colleges, academic departments and external agencies to develop, maintain and support social and academic events. Liaise with FPHL on traditional teaching program.

**Analytical Reasoning**

* Collaborating on convocation involves the agreement and participation of several departments including Development, Communications, the Chancellor, the President’s Office, the VP Academic/Provost, the FPHL, several funding agencies who provide student prizes, bursaries; determine who the graduates from all programs will be and prize winners are/will be and invite them, their families and coordinate RSVPs; create program, speakers, caterers, set up and clean up; respond to problems and resolve.
* Collaborating on Sacred Water Circle + Walk for Water, plan, fund raise, give direction and manage in such a manner as the participants execute individual responsibilities and report back to group. Involves several external and internal groups, students, First Nations and other organizations.
* Currently working with TVO, The Agenda, to create a show here at Trent; also working with BOG member to bring Paul Martin, to Trent. Both require diplomacy, awareness of the University’s expectations in re: planning, collaboration and responsibilities.

**Decision Making**

Receive and forward informational communications which are relevant and necessary to the department’s operational requirements. Notice when faculty are in positions where they are in evident need of assistance and bring to their attention some of the things they might need to know in order to be effective in their jobs and in their areas of responsibility. Notice when the department is responsible to execute some item but which is possibly being done in a way which might have repercussions in one or more eventualities and prevent damage if possible by bringing it to the attention of the Chair and/or others who will be able to be effective in resolving the problems. Intervene when necessary to bring attention to a problem or outcome which may have a negative impact on either individuals, the organization or the community. I.e. currently, the Chair in IK is being supported by the department and his colleagues in such a manner as to potentially terminate his appointment and, should such be the case, a potential or possible outcome of losing that faculty position altogether which would cost us a resource of substantial value to our Department and to the University. This needs to be addressed and corrected and the Chair IK position developed to engage the broader University, the FPHL and ensure the individual’s understanding of their role is adequate and that he/she has the necessary support to fulfill the mandate.

**Education**

Honours Bachelor’s Degree.

**Experience Required**

University degree or equivalent; two years of general administrative experience in an academic environment plus two years of directly related experience with a demonstrated ability to work in a cross-cultural environment, specifically experience in an Indigenous/non-Indigenous interface; or a reasonable combination of education and experience; excellent communications and interpersonal skills and facility for networking with Indigenous students and communities, as well as numerous government and funding agencies; demonstrated ability to exercise judgement and use initiative in applying and interpreting a variety of procedures, policies and practices; good writing and word processing skills; Ability to work as a team player.

**Responsibility for the Work of Others**

Direct Responsibility

* Students - Student Assistants

Indirect Responsibility

* Must work collaboratively with and co-ordinate work efforts with other administrative staff of the Department of Indigenous Studies and First Peoples House of Learning.

**Communication**

Internal:

* Registrar Office, staff
* Finance Office Staff
* Financial Aid Staff
* Faculty
* Students
* Other academic departments
* Communications Department
* Dean's office
* Colleges
* Continuing Education
* Research
* V.P. Academic
* V.P Finance and Administration
* University Secretariat
* Unions
* FPHL
* Aboriginal Education Council

External:

* First Nations Counsellors
* Aboriginal Postsecondary Education Program (First Nations postsecondary institutions, universities and colleges throughout Ontario)
* First Nations and Indigenous Counselling organizations, NASSA, Niijkewendiidaa, Ontario Native Education Counsellors Association (ONECA)
* High Schools and Boards of Education
* Families of Students
* Newspapers, advertisers
* Recruits
* Other Universities
* General public - information on Aboriginal People
* Media

**Motor/ Sensory Skills**

* Digital processing - computing
* Photocopying - collating
* Hear - Listening
* See - Computing, reading
* Speak - conveying information verbally
* Mobility - cleaning out offices, storage room
* Multi-task - attend meetings, schedule other’s, meet deadlines and provide support for others in a variety of areas

**Effort**

Mental:

* Sustained attention - Investigating a thread of information to discover the source of an error which has resulted in a student’s grade having been wrongly or not entered at all.
* Analysis - Research and presenting historical data on INDG enrolments, majors, joint majors, prior areas of study and preparing strategies to recruit students
* Decision making - Research and recommendations regarding development of new academic programs
* Showing others how to perform tasks Training staff in various areas.
* Scheduling students - Leading, coordinating and submitting funding/development applications
* Orienting new employees - Faculty, staff, students
* Initiating training and development - Encouraging and planning opportunities for staff, faculty and CUPE instructors to take courses, spend time together to discuss how they see their work and what they feel needs to be resolved and then working with Chair to provide avenues of support.

Physical:

* Physical Stamina - Archives, recruiting, storage room.
* Carrying heavy weights - Boxes of recruitment materials, load/unload, transport, set up and break down

**Working Conditions**

Psychological:

* Complaints/public confrontation - Dealing with frustrated angry confrontational people.
* Mentally unstable people - Dealing with mentally unstable people and getting them assistance.
* Interruptions - Lack of control over pace of work, lack of privacy, multiple competing demands
* Negotiate multicultural environment - Deal with issues of equity, race and cultural environment
* Mentally unstable people - Dealing with people who have demonstrated symptoms of psychosis and helping them to get treatment immediately while keeping the rest of the population calm.
* Conflicting messages - Variety of needs to be met and accommodated. Developing, designing and implementing public information and educational programs of study suitable for Indigenous and non-Indigenous learners requires a long distance approach – an overview taking into account the needs of the various participants and contributors and engaging all, regardless of their understanding of the history, contemporary situation and anticipation of outcomes planned for by the Indigenous Studies department which includes faculty, staff, students and community, both University and Indigenous.