**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Colleges Assistant

**Job Number:** SO-389

**NOC:** 1241

**Band:** 4

**Department:** Colleges

**Supervisor Title:** Director of Colleges

**Last Reviewed:** Feb 2, 2017

**Job Purpose**

Provides administrative/secretarial support to the Director of Colleges, College Heads, Academic Advisors and Academic Skills Instructors.

**Key Activities**

1. Supports the Director of Colleges, College Heads, Academic Advisors and Academic Skills Instructors with administrative support related to the colleges’ activities.
2. Provides administrative support for the Pan College fund (i.e. collect submissions and final reports and oversee disbursements).
3. Answers correspondence, provides agendas and records minutes as needed, responds to inquiries as appropriate.
4. Supports the professional staff team with student staff hiring to ensure all paperwork is completed (including but not limited to posting the positions, collecting applications, preparing onboarding documentation and TWSP applications). Updates and submits attendance and payroll information for the colleges, including student staff.
5. Co-ordinates purchase orders and purchases for the colleges and the Director of the College. Has signing authority for budgeted college expenditures. Maintains and administers supplies for college offices. Manages deposits to college-related accounts. Reconciles college financial statements monthly. Manages monthly budget tracking for the overall Colleges account.
6. Responsible for booking non-academic spaces in the colleges following each individual college’s procedures and policies. Assists with co-ordinating space usage in the colleges.
7. Maintains records and files, and compiles information as needed, including maintaining official records of college affiliations. Assists in coordinating shredding, deleting and/or purging of records, and ensures these tasks are appropriately documented.
8. Assists with production of advertising materials, posting content on digital signs, and website maintenance as needed.
9. Liaises as appropriate with students, faculty, staff and alumni and various Trent University departments.
10. Handles confidential matters as needed related to colleges and students.
11. Assists staff within the colleges with navigating administrative procedures of the university. Is knowledgeable about who does what in other departments.
12. Coordinates all activities relating to the guest suite, including reservations, correspondence, keys, cleaning/repairs and billing.
13. Coordinates administrative tasks relating to on-boarding and departing staff, including orienting staff to office procedures, tracking completion of mandatory training, and ensuring administrative tasks are completed (staff card, email, office set-up, etc.)
14. Other duties as assigned.

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

**Experience Required**

* At least two years general experience in office administration, with preference given to experience directly related to the field of higher education, specifically student affairs.
* Excellent interpersonal skills and written/spoken communication skills, tact, patience and confidentiality.
* Multicultural awareness, excellent ability to engage students, faculty, staff and alumni from a diverse range of demographics.
* Excellent knowledge of the Microsoft Office Suite, web editing, and social media. Strong virtual communication skills. Experience and ability to design and produce online resources an asset.
* Demonstrated knowledge and experience of financial record-keeping.
* Excellent organizational skills, meticulous attention to detail, and a demonstrated and strong ability to take initiative. High degree of enthusiasm, efficiency, and organization.
* Demonstrated understanding of university structures and decision-making. Strong understanding of, and commitment to, colleges’ history and potential.