**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Academic Administrative Assistant

**Job Number:** SO-402

**NOC:** 1241

**Band:** 6

**Department:** Gender &Women’s Studies, Philosophy

**Supervisor Title:** Chair, Gender & Women’s Studies

Chair, Philosophy

**Last Reviewed**: December 17, 2016

**Job Purpose**

Under the general supervision of the Chairs of Gender & Women’s Studies and Philosophy, provides secretarial services to Chairs, other assigned faculty and staff. Performs a variety of administrative and clerical duties related to the operation of the Departments.

**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 Chairs. Uses discretion when handling confidential material.
3. Opens and sorts incoming mail, answers routine correspondence, on own initiative or from brief verbal instructions. Updates and prepares mailings of department information (e.g. secondary schools in Ontario and year abroad materials).
4. Types correspondence, memoranda, course work, syllabi, bookstore lists, examinations, notices, reports, minutes, etc., as required by Chairs; handles confidential material. Establishes and maintains electronic distribution lists to facilitate quick information dissemination.
5. 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.
6. Co-ordinates departmental records for course offerings, registration, honours applications, external reviews, academic summaries, and provides Departmental information as requested by the Chair.
7. Liaises with Office of the Registrar regarding policy and procedural matters and communicates waivers, conditions, exceptions, etc. regarding particular students and circumstances.
8. Purchases office equipment and acts as a trouble-shooter for office equipment.
9. Liaises with Durham College regarding course offerings, timetabling, printing and photocopying for Durham course offerings.
10. 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.
11. 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. .
12. 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.
13. Arranges Department and committee meetings (prepares and distributes agenda) and takes minutes.
14. Develops and applies for funding through Trent University Work Study Program TWSP program; participates in selection of candidates for TWSP office assistants; assigns and supervises the work of TWSP office assistants.
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. Monitors and updates the departmental website and Blackboard.
17. Co-ordinates liaison with external organizations, especially in the local area.
18. Supervises special examinations for students, when necessary.
19. Collaborates with the Chair and plays a major role in overseeing the arrangements for the annual endowed lectures (Margaret Laurence Lecture in Women’s Studies and the Ryle Lecture Series in Philosophy), from the initial committee meetings and nomination procedure to the details of hosting the events, advertising, including the lecture, receptions and dinner, Speaker accommodation, travel, and special/particular needs, co-ordination of the disbursement of the honoraria, transportation and expense reimbursements.
20. Provides administrative services for the Chairs 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.
21. Co-ordinates the printing (as required), and monitors the collection of each faculty members’ student course evaluations.
22. Using IRIS and Colleague, input instructors teaching assignments, print class lists and academic summaries as requested.
23. Responsible for books in the Philosophy and Ancient History & Classics Resource Room.
24. Monitors use of Department space including seminar room and manages keys for access to Department space.
25. Prepares monthly summary photocopier charges.

**Education**

University or College (2 years) 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.
* Strong working knowledge of administrative and office procedures.
* Ability to support administrative and academic teams by prioritizing a wide range and high volume of tasks, organize and to establish priorities essential.
* Ability to work under stress with accuracy and diplomacy with minimal supervision, and demonstrated ability to take initiative essential.
* Ability to maintain confidentiality and apply patience to situations.
* Ability to work co-operatively with others in a complex and multi-faceted work environment essential.
* Good interpersonal, public relations, effective oral and written communication skills.
* Good knowledge of budgetary procedures and meticulous attention to detail.
* Ability to work independently and as part of a team when required and during absences of supervisor (Chair).
* 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.

**Responsibility for the Work of Others**

*Indicate whether the incumbent is directly or indirectly responsible for the work of others. Provide the title of the position(s) as well as an example of how the incumbent is responsible for the work of others on a daily basis. Specifically, indicate whether the position has responsibility for hiring and supervision of student workers.*

Direct Responsibility

TWSP Student(s)