**Department of Human Resources**

**OPSEU Job Description**

**Job Title:**  Administrative Assistant

**Job Number:**  SO-408

**NOC:** 1241

**Band:**  4

**Department:**  Trent School of the Environment

**Supervisor Title:** Director, Trent School of the Environment

**Last Reviewed:** November 2, 2015

**Job Purpose**

Under the general supervision of the Director of the Trent School of the Environment, provides administrative services to the Director and other assigned faculty and scientific staff. Performs a variety of administrative and clerical duties related to the operation of the School.

**Key Activities**

1. Maintains liaison with the School’s associate faculty (non ERS and GEOG faculty).
2. Maintains up to date information on program alumni.
3. Manages and administers the School’s endowment budget and trust accounts by allocating object codes and expenditures.
4. Assists in organizing visiting speakers, conferences, workshops, receptions, etc., including transportation, accommodation, publicity and honoraria.
5. Is responsible for planning, organizing and maintaining the School’s website relating to recruitment and external relations, and social media, with particular emphasis on ensuring timely postings of importance to students.
6. Ensures that promotional material e.g., brochures, posters, applications, remain up to date.
7. Maintains School database on teaching support needs; assists the Director when assigning graduate students to GTA positions. Summarizes AA needs, and updates as necessary throughout the year.
8. Coordinates the School of Environmental advisory councils, communicating with council members, organizing meetings and takes minutes.
9. Coordinates liaison with external organizations, especially in the local area.
10. Provides support for philanthropic outreach.
11. Coordinates the School’s recruitment activities in collaboration with other university offices.

**Education**

Secondary school Grade 12 diploma plus two years university or college in office administration or business. University degree preferred.

**Experience Required**

1. Three years of general secretarial and administrative experience and at least one year of directly related experience.
2. 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.

**Communication**

*Indicate the title(s) of individuals internal and external to the University that the incumbent communicates with on a regular basis. Provide a brief description of the purpose for communicating with these individuals*

Internal:

* Students
* Faculty associated with the School
* Recruitment and liaison at Trent to plan and coordinate recruitment activities
* Food Services - catering arrangements
* Communications - events within the School and for advertising such events
* Finance Office - budget discrepancies, purchase orders budget statements
* Print shop – printing recruitment materials
* Plan and support School fundraising profile and initiatives

External:

* General Public -
* Alumni - reach former students
* Hotels - visiting speakers and candidates accommodation

**Motor/ Sensory Skills**

*Indicate the level of proficiency or precision in motor or sensory skills required by the job. Examples include but are not limited to: small/large movement to operate machinery; coordinated movement; equilibrium to maintain balance; dexterity to grasp, move, assemble objects or operate equipment; hearing, sight, touch, smell, taste. Provide a brief description of tasks performed that require motor/sensory skills.*

* Dexterity - Word processing, replacing paper, toner, clearing paper jams on photocopier
* Fine motor skills - Using a mouse
* Coordination - Walking, climbing stairs
* Hearing - Responding to telephone and people in office
* Visual - All aspects of job

**Effort**

*Indicate the physical and/or mental demands of the position in the ordinary course of performing the role. Examples include but are not limited to: lifting, moving, carrying, pushing/pulling, reaching, kneeling, remaining motionless, sustained concentration or focus. Provide a brief description of the tasks performed that are physically and/or mentally demanding.*

Mental:
Sustained Concentration - Budget checking, proof reading, compiling data, frequent interruptions

Physical:

* Bending/Kneeling - Filing
* Walking/climbing - Photocopier, washroom, faculty offices
* Standing/stretching - Photocopying, filing, shredding, reach upper shelves in office

**Working Conditions**

*Indicate any physical and psychological conditions of the position that make the job unpleasant, disagreeable and/or hazardous to health and well-being. Describe the nature, frequency and duration of exposure.*

Psychological:

* Disgruntled students - Denied entrance to courses
* Disgruntled students - Professor failed to show up for appointment
* Frequent interruptions