**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Academic Administrative Assistant

**Job Number:** SO- 417

**NOC:** 1241

**Band:** 5

**Department:** Journalism and Bachelor of Arts and Science

**Supervisor Title:** Faculty Coordinators, Journalism and Bachelor of Arts and Science

**Last Reviewed:** October 31, 2017

**Key Activities**

1. Acts as initial contact for written correspondence, walk-in and telephone inquiries directed to the Trent/Swansea Law and Arts Dual Degree, the Trent/Loyalist Journalism Program, and the Bachelor of Arts and Science Program. Assesses, handles and/or redirects these communication sources.  Administers and co -ordinates the business of the Program office, addressing faculty, student, and public questions (e.g. general information, complaints, concerns) by interpreting policy; acts as an effective spokesperson for the Programs, receiving, interpreting and conveying verbal and written information with clarity; provides advice and leadership in advising improvements to existing Program policy and procedures with a view to ensuring maximum office efficiency and client satisfaction.
2. Arranges appointments, screens calls in person and by phone, 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 Faculty Coordinators. Uses discretion when handling confidential material.
3. Maintains Program and student files and records, and when requested, selects and compiles information and statistics from these records (e.g. student enrolment, audit data, staffing, teaching load, class size, etc.). Maintains up to date information on Program alumni.
4. Maintains Program records for course offerings, class lists; utilizes other support applications such as Colleague and spreadsheet programs to provide Faculty Coordinators with material essential to teaching and to provide Program information as requested by the Faculty Coordinators.
5. Liaises with Chairs and/or Coordinators of Trent Programs and/or Departments, the HRC School of Law and Criminology at Swansea University, Loyalist College, and Trent Office of the Registrar regarding policy and procedural matters and communicates confidential information about waivers, conditions, exceptions, etc. regarding particular students and circumstances. Establishes and maintains electronic distribution lists to facilitate quick dissemination of information.
6. Organizes and submits all Program timetabling data into the university DCU (Data Collection Unit), creating Law and Arts Year 6, Journalism, and BAS course blocks for required first year courses and as necessary.
7. Accesses and provides input for waitlists for any/all courses required by Law and Arts, Journalism and BAS students.
8. Liaises with the Dean’s Office and the Registrar’s Office regarding course offerings, timetabling, printing and photocopying for all courses in Peterborough.
9. Resolves any problems with office equipment as they arise.
10. Manages and administers the Programs’ operating budgets 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 supplies; has signing authority (up to $1,500 maximum) for Program expenditures. Maintains stationary, office supplies and equipment inventory.
11. Monitors use of any Program space.
12. Provides support to Faculty Coordinators and assigned faculty; assists with Academic Calendar copy, brochures, and publicity material. Collects, sorts, and redirects mail, manages collection and return of student work/projects, particularly capstone work, and photocopying.
13. Develops, manages, and maintains paper and electronic filing systems specific to Program needs, determines file retention, and archives data in same systems on a regular basis, guaranteeing the maintenance of Program records.
14. Arranges Program and committee meetings (prepares and distributes agendas), makes room bookings, special events bookings, etc.
15. Assists in organizing visiting speakers, conferences, workshops, receptions, etc., including transportation, accommodation, publicity, and honoraria.
16. Develops job descriptions and applies for funding through government-assisted TWSP program; selection of candidates for TWSP office assistants; assigns and supervises their work. Maintains employment records for TWSP students.
17. Monitors and updates Programs’ websites.
18. Remains aware of all Trent program material on the Loyalist website and ensures that it is accurate and up-to-date.
19. Remains aware of all Trent dual degree material on the Swansea websites and ensures that it is up-to-date.
20. Assists in producing annual handbook and other information/promotional material (e.g., paper and electronic brochures, applications and posters).
21. Assists in the creation and production of advising material and advising sessions.
22. Works closely with the capstone course coordinator, relevant chairs, affiliated Loyalist faculty and students completing the capstone course for Trent Journalism credit.
23. Coordinates liaison with external organizations, law firms, businesses and interested community members, especially in the local area.
24. Manages student placements (if not being done by Swansea or Loyalist or if needed for capstone courses):
25. Communicates with placement agencies regarding plans for student placements (dates, student numbers, etc.); monitors status of placement requests; accepts, declines or confirms requests.
26. Promotes positive working relationships with placement agencies and other institutions.
27. Initiates contact and negotiates with prospective sites for practicum experiences for approximately 30-40 Journalism student placements per year (fourth year). For Year 6 Law and Arts students, will provide information and liaise regarding prospective sites for practicum experiences in Canada (mainly Ontario).
28. Receives and reviews student placement requests; confirms eligibility for specialty, high acuity, as an example, and out-of-area placements.
29. Assists students with making informed choices about their placement requests.
30. Tracking placements, including forms completed by host institutions.

**Education**

University or College (2 years) in Office Administration or Business. University degree preferred.

**Experience Required**

* 2-4 years’ experience in a University setting.