

Job Description

JOB TITLE:	Administrative Assistant	DATE:	May 1, 2016
REPORTS TO:	Department Chair		
JOBS REPORTING:	None		
LOCATION:	Main campus		
GRADE:	USG 6		
DEPARTMENT:	Classical Studies		

PRIMARY PURPOSE: The Administrative Assistant is responsible for the development and management of the Department of Classical Studies' administrative systems to support its teaching, learning and research missions. The position requires a thorough knowledge of university policies and procedures, UW finance and scheduling systems, and supervisory skills for supervising students. The Administrative Assistant requires excellent communication skills and the ability to interact effectively with faculty, staff, students and external personnel. S/he coordinates the essential administrative operations of the Chair's office and the offices of the Associate Chair, Undergraduate and Graduate Studies, and the Waterloo Institute for Hellenistic Studies.

KEY ACCOUNTABILITIES:

Include 3-4 key accountabilities of the role. These key accountabilities should reflect 80%-90% of "what the job does not the "how".

1.	<p>Provides a comprehensive range of administrative support to the Chair and other members of the department:</p> <ul style="list-style-type: none"> • Represents the Chair to numerous units and contacts both on and off campus; • Responds to complex faculty and student issues as they arise, consulting with the Chair and others as appropriate; • Prepares correspondence, reports and data summaries as required; • Develops and maintains the Department's records, including a calendar of administrative activities and databases as required; • Prepares contracts, space, furnishings, equipment and computing accounts for faculty, sessional instructors, post-doctoral fellows, and visiting scholars; • Prepares visiting and immigration documents for all international visitors and post-doctoral fellows; • Ensures that Department operational requirements are met; • Minutes Department, Institute, and other meetings as required, and follows up on relevant action items; • Prepares and maintains records for undergraduate majors, minors, graduate students and alumni; sources student information as required; • Coordinates arrangements for final examinations, course questionnaires, textbooks, courseware and desk copy orders; • Hires and supervises students for Work Placement and Ontario Work Study positions in the Department • Co-ordinates grade submissions as required.
2.	<p>Advises undergraduate students (Classical Studies majors, Medieval Studies majors, and students from outside the Department and outside the Faculty of Arts), in consultation with the Associate Chair, Undergraduate and Graduate Studies, as appropriate:</p> <ul style="list-style-type: none"> • Advises students about course and program/plan selections, exam regulations, academic deadlines and other issues in accordance with University policy; • Approves student permissions, including course overrides and plan modifications; • Advises students with unusual or complex questions, or with questions about academic content as appropriate; • Assists with Academic progression reports and Recommendation to Graduate;

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	<ul style="list-style-type: none"> Assists with petitions, student grades and academic appeals; Refers students to on campus resources as appropriate; Monitors enrolment reserves, enrolment capacity and student course override requests for both Classical and Medieval Studies courses, develops reserves for specific courses as needed Consults with advisors in other academic units regarding students of mutual interest.
3.	<p>As the Department's Undergraduate Coordinator:</p> <ul style="list-style-type: none"> Schedules undergraduate courses for the year in consultation with the Chair and Associate Chair, Undergraduate and Graduate Studies, as appropriate; collects and summarizes department teaching constraints for the Chair's approval; determines course reserves; Responsible for the Department's UG student awards program; Responsible for undergraduate course submissions; makes electronic submissions to the Undergraduate Affairs Group (UGAG); Serves as the Department's liaison with CECA, organizing the grading of work term reports and maintaining co-op student records; Ensures computer grading cards are prepared, delivered, marked and uploaded to LEARN; Provides assistance to instructors of larger classes as required; Supports the Classical and Medieval Studies student societies as required;
4.	<p>As the Department's Graduate Co-ordinator:</p> <ul style="list-style-type: none"> Provides information and guidance to graduate students on a range of academic procedural matters; provides assistance on any non-academic matters as needed, redirecting concerns to appropriate resources on campus; Processes graduate applications from application to admission; Organizes graduate student orientation, including student office allocation; Responsible for graduate course submissions; makes electronic submissions to Graduate Affairs Group (GAG); Allocates and manages teaching and research assistantships in consultation with the Chair; In consultation with the Associate Chair, Undergraduate and Graduate Studies, helps coordinate and review internal and external scholarships; ensures scholarships are advertised and deadlines met; Processes graduate scholarships and payment of awards; Schedules graduate courses for the year in consultation with the Chair and Associate Chair as appropriate; collects and summarizes department teaching restraints for the Chair's approval.
5.	<p>Faculty recruiting, appointments, tenure and promotion:</p> <ul style="list-style-type: none"> Manages the faculty recruiting process in partnership with the Chair, including: <ul style="list-style-type: none"> - timely submission of advertisements; - receiving and managing applications; communicating with applicants; - organizing interview schedules and agendas; arranging for candidate visits; - assisting the Chair in preparation of the UARC report; Organizes meetings for DTPC to review promotion and tenure cases; <ul style="list-style-type: none"> -Organizes tenure and promotion packages for Chair's review and submission to the Dean of Arts' Office.
6.	<p>Provides support to the Department's financial management:</p> <ul style="list-style-type: none"> Reports to the Chair on the operating budget status, participates in annual budget development and determines future budget requirements; Recommends disbursement strategies for department operating budgets, endowments, and donations accounts Maintains records and authorizes all purchases made with departmental Purchasing card Approves all operating, professional allowance, endowment and research expenses/payroll to ensure all claims are consistent with uWaterloo Finance Compliance, receives and stays up to date with the Research Financial Compliance Review training

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	<ul style="list-style-type: none"> Administers, and actively monitors the status of, all individual faculty research accounts, overhead accounts, startup grants and internal research accounts in the department and assists all faculty members with policies and procedures relating to their individual research grants and accounts and financial compliance Manages all bursaries and awards for the department; Liaison with Department of Finance, Office of Research Finance, Faculty Finance Officer and Research Compliance Officer.
7.	<p>Supports the Department's academic programming, communications initiatives, and special events:</p> <ul style="list-style-type: none"> Organizes the Department's lecture series in consultation with the Academic Affairs Officer: advertises events, arranges travel and accommodation with speakers; Maintains website for Classical Studies, Medieval Studies and WIHS; Assists the Associate Chair, Undergraduate and Graduate Studies, in publicizing departmental programs by creating, maintaining and updating promotional materials; Organizes faculty/student events including welcome, orientation and graduation events, conferences and workshops, and advancement events as required; Serves as the department's liaison with other departments and education institutions, alumni and external contacts; Co-ordinates high school visits on campus.
8.	<p>Provides administrative support to the Waterloo Institute for Hellenistic Studies:</p> <ul style="list-style-type: none"> Provides administrative tasks as required by WIHS; maintains database of Research Associates; provides support to the annual WIHS newsletter, Web pages, promotional material; Coordinates fundraising events, workshops, conferences associated with WIHS; Updates and maintains database of WIHS library, including purchasing of books; Provides administrative support to postdoctoral fellows and visiting scholars as required; Attends fundraising meetings as requested by the Director.

POSITION REQUIREMENTS:

If hiring today, what would be the minimum requirements?

Education: Post-secondary education or equivalent combination of education and experience

Experience: **How many years, or specific type of experience is required.**

Administrative experience in an academic environment, including knowledge of university policies and procedures. Well-developed organizational, analytical, interpersonal, customer service, and outstanding verbal and written communication skills. Aptitude for attention to detail and accuracy are essential. Ability to anticipate, analyze, strategize, determine priorities, and take initiative. Proven capacity to handle high volume and multi-tasking.

Technical: Job specific experience, computer skills

MS Word	Excel	PowerPoint	Other
Intermediate	Intermediate	Intermediate	WCMS, FORE, Quest, Outlook, SharePoint, Minute Taking, Online Application System, ONBase, Concur, Infosilem, experience in variety of social media

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NATURE AND SCOPE:

- **Interpersonal Skills:** This position requires communication with a wide range of internal contacts to obtain, clarify and discuss information, and when dealing with faculty and students, to present and discuss information and problems, leading to resolution. The position requires a sensitivity to the needs of a wide base, including faculty, sessional instructors, co-op students, mature students, exchange, international students and students registered with Accessibility Services. Communication with internal staff to deal with operational matters, to influence and motivate others and to facilitate and settle highly sensitive matters. Communication with external staff to negotiate and reach agreement. Ability to work with a team at various levels of administration.
- **Level of Responsibility:** The position has specialized work with minimal supervision and provides guidance to others and works closely with the Department Chair, Undergraduate coordinator & advisor, Graduate Coordinator and Associate Chairs. Responsible for the development and management of administrative systems within the department and accountable for the financial, human resources and communications aspects of the department. Coordinates multiple projects that simultaneously meet competing deadlines. Exercises sound judgment and deals with highly sensitive documents. Ability to anticipate, analyze, strategize, determine priorities, take initiative and to have a high degree of time-management skills; the flexibility to adapt to changing priorities
- **Decision-Making Authority:** Authority for departmental administrative matters under the general guidance of the Chair and within University and Faculty procedures and practices. Examples include: Establishes and monitors task priorities in a multitasking, deadline-oriented environment; Requires proactive problem solving Establishes, maintains and oversees effective administrative processes for the department; approves operating expenditures; Makes independent decisions on timelines, budget allocation and staffing resources to meet established objectives Provides direction to students on unusual and complex matters, course and program/plan selections, and approves forms as needed (overrides, plan modifications); determines student issues to be brought to the Associate Chair for review and discussion; Manages workload and provides direction and assessment for student employees (10 per year).
- **Physical and Sensory Demands:** Typical of an administrative position in an office environment; peak times can include numerous faculty student requests, multiple priorities and frequent interruptions.
- **Working Environment:** Minimal exposure to disagreeable conditions