

WATERLOO AHS

Job Description Form

| JOB INFORMATION | | | |
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| <i>Job Title</i> | Dean's Office Assistant | <i>Position ID</i> | 00002149 |
| <i>Division/Department</i> | Office of the Dean, AHS | | |
| <i>Location</i> | B.C. Matthews Hall | | |
| <i>Reports to Job Title</i> | Assistant to the Dean | <i>Reports to Position ID</i> | 00005911 |
| <i>Jobs Reporting (Job Titles and IDs)</i> | N/A | | |
| <i>Full-time Equivalent</i> | | | |
| <i>Grade</i> | USG 5 | | |
| PRIMARY PURPOSE | | | |
| <p>The Dean's Office assistant is responsible for providing administrative, event and special project support to the Dean's office staff. This position reports to the Assistant to the Dean, receives functional direction from the Advancement Alumni Officer with special projects, with an emphasis specifically on Reunion weekend events.</p> | | | |
| KEY ACCOUNTABILITIES | | | |
| 1 | <p>Front desk administrative support including, but not limited to:</p> <ul style="list-style-type: none"> • Front line representative for the Dean's office, Faculty of Applied Health Sciences; • Manages room bookings for the faculty; • Books resources and manages inventory of electronic and event equipment; • Organizes catering for various meetings and events; • Co-ordinates ordering of supplies for Dean's office staff; • Co-ordinates and executes staff social events • Daily lock-up procedures | | |
| 2 | <p>Event Coordination assistance for Advancement Alumni Officer including, but not limited to:</p> <ul style="list-style-type: none"> • Assists with Reunion initiatives, specifically AHS Fun Run annual event; • Assists with coordination and communications with key sponsors for AHS Fun Run annual event; • Assist with the creation of a marketing and communications plan for Reunion weekend events to key event participants: alumni, students, faculty and staff and community members; • Maintains ongoing alumni relations by updating database, conducting research into best practices for reunions, update websites, coordinate registration system and provide weekly event registration updates; • Assists Advancement Alumni Officer with recruitment, training and supporting volunteers for Reunion weekend activities • Assists with the coordination of event communications of events using both print and electronic media: invitations, emails, web and social media content and correspondence with event attendees; • Participates in regular brainstorming opportunities, yearly strategic planning exercises and bi-weekly meetings. | | |
| 3 | <p>Supports the promotion and coordination of Dean's office events through the following activities:</p> <ul style="list-style-type: none"> • Prepares facilities prior to special events and ensures facilities are returned to a normal state following the event • Creates and prepares promotional materials as part of the event organization process • Updates and maintains event information on social media outlets (Facebook, Instagram, Twitter) • Contacts and engages staff, faculty and students to attend various events, manages RSVP lists • Plans, co-ordinates and executes events as lead for annual AHS United Way campaign | | |
| 3 | <p>Provides administrative support to the Dean's office administrative team including, but not limited to:</p> <ul style="list-style-type: none"> • Supports faculty members with completing and maintaining their Common CVs (CCVs) and AHS Format for grant and contract submission • Provides administrative assistance to the Assistant to the Dean regarding grant, contract applications and awards • Prepares materials for mailing and distribution; • Assist personnel with transfer of offices; • Assist personnel in Dean's Office with various administrative tasks when staff are overloaded. | | |
| 4 | Other Duties as Assigned | | |

| POSITION REQUIREMENTS | | |
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| <i>Education</i> | University degree or equivalent post-secondary education and/or experience required. | |
| <i>Experience</i> | <p>Content:</p> <p>Experience in an office environment with excellent written and oral communication skills; Ability to communicate and interact effectively, comfortably with warmth and professionalism with a wide range of internal and external audiences which will include, faculty, staff, students, alumni and executives; Demonstrated experience with event planning; Leadership and volunteer management experience; Ability to manage multiple priorities concurrently and accurately; Keen problem solver with a friendly, professional, customer-service oriented personality; Demonstrated organizational abilities with a high attention to detail; Must have initiative, enthusiasm and be an independent thinker who thrives in a cooperative team environment; Writing and/or editing experience an asset.</p> | |
| <i>Technical</i> | <p>Proficiency with Microsoft Office including PowerPoint, Excel and Word Experience with Adobe Creative Suite including Photoshop and Illustrator an asset Experience with WCMS and SharePoint an asset</p> | |
| NATURE AND SCOPE | | |
| <i>Interpersonal Contacts</i> | <p>External relationships</p> <ul style="list-style-type: none"> • Visiting scholars, executive level board members, Dean's Advisory Council members <p>Internal relationships</p> <ul style="list-style-type: none"> • Faculty members, staff, students and alumni • Assistants to Senior Administrators • Senior Administrative guests of the Dean • Plant Operations and Finance • Director of Advancement and Advancement Assistant • Offices of Development and Alumni Affairs | |
| <i>Level of Responsibility</i> | The job has defined duties and responsibilities and receives direct supervision. | |
| <i>Decision-making Authority</i> | <p>Makes decisions regarding event management, critical path planning and overall budgeting plans Seeks guidance as appropriate from the Assistant to the Dean</p> | |
| <i>Physical and Sensory Demands</i> | Client-focused office environment (up and down from desk), some lifting (brochure boxes, event supplies), and dealing with distractions in the work environment (interruptions from drop-in visitors). | |
| <i>Working Environment</i> | <i>Travel</i> | None |
| | <i>Working Hours</i> | <ul style="list-style-type: none"> • Regular working hours, some evening/weekend work required • Attendance at Reunion weekend mandatory |
| | <i>Risks – physical and psychological</i> | <p>Physical risks</p> <ul style="list-style-type: none"> • No significant risks <p>Psychological risks</p> <ul style="list-style-type: none"> • No significant risks |
| <i>APPROVED BY</i> | Do not complete this section | <i>Title</i> |
| <i>USG GRADE</i> | Do not complete this section | |