

Job Description

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| Job Title: | Assistant to Chair |
| Department: | Combinatorics & Optimization |
| Reports To: | Administrative Manager |
| Jobs Reporting: | None |
| Salary Grade: | USG 5 |
| Effective Date: | June 1, 2017 |

Primary Purpose

The Assistant to Chair is accountable to the Administrative Manager for administration of the office of the Chair, by ensuring continuity in its day-to-day, term-to-term, year-to-year administration, within established policies and procedures according to the annual calendar of events for the University and the department.

Key Accountabilities

List the major responsibilities of the job, divided into 3 to 5 broad categories. These should reflect 80 - 90% of "what" the job does not the "how". Insert a category heading and in bullet form below, state specific responsibilities.

Dedicated support to the Chair for various annual department and university activity, including but not limited to the following

- Sabbatical applications, Tenure and Promotion cases, Annual Activity reports, Professional Allowance claims, faculty leaves
- Collect all documents, complete forms, maintain databases and compile report data
- Track due dates and target dates of activities running concurrently through the term
- Schedule appointments and oversees the schedule for the Chair
- Follow general directions from the Chair and the Administrative Manager and handle other projects as assigned

Provide support for Faculty job applicants, visiting and teaching appointments, including but not limited to the following

- Recruitment advertising and scheduling interviews for Faculty candidates, in liaison with Chair; arranging travel and accommodation, scheduling DACA committee meetings, arranging temporary office space, and orientation to the department
- Prepare appointments forms and appointment letters and documentation for foreign hires in compliance with the Employment Standards Act; corresponds with the incumbent and university Immigration Officer to obtain required immigration documentation
- Provide orientation to people new to the department or beginning a new faculty administrative position regarding university policy and procedure
- Prepare visiting appointments and invitation letters in liaison with the Immigration Officer, allocate visiting office space, create computer accounts, maintain key inventory, and provide department orientation
- edit department web site information that pertains to faculty and visitors.
- Maintain confidential records for regular and definite-term faculty, visitor and postdoctoral appointments

Travel preparation

- Plan and arrange travel and accommodation for visitors and postdoctoral fellows, and grad visit day students as required
- Process travel and professional allowance claims, according to Policy 31 and Tri-Agency Research Requirements

General Duties for Department members

- Schedule meetings, conferences, seminars and organize department events and activities
- Provide administrative support during vacations and other periods of staff absence

Job Description



- Perform general office duties: set up, track and handle inquiries for mail, email, telephone, fax and copier, order and monitor supplies for URC Lab and conference registration using pcard;

Required Qualifications

If hiring today, what would be the required education, experience, knowledge, skills and abilities?

Education

- College Diploma in business administration or equivalent combination of experience and education

Experience

- 1 year of administrative experience, preferably in an academic environment;
- Sound knowledge of university policies and procedures as they relate to Faculty administration
- Experience interpreting university policies and procedures is necessary.
- Exceptional customer service skills.

Knowledge/Skills/Abilities

- Intermediate experience with Microsoft suite of products (Word, Outlook, Excel)
- Experience with Centre Suite, Concur, SharePoint, WCMS an asset
- Aptitude for attention to detail and accuracy
- Demonstrated high level of organization and ability to manage high volumes of activity and change.
- Demonstrated ability to take initiative with a commitment to process improvement
- Experience working with international students or people from a wide variety of backgrounds and cultures an asset.
- Experience in event planning an asset.

Nature and Scope

- **Contacts:** Internal: communicates with members of the department, staff within the Dean of Mathematics office and IQC, Secretariat, Office of Research, Finance, Catering, and Human Resources; external: international visitors to C&O (Faculty, PDF, Recruitment Candidates, Graduate Students) and business contacts.
- **Level of Responsibility:** The job has specialized work at the department level with minimal supervision. The incumbent must possess good judgement, initiative and flexibility to adapt to competing tasks, setting his/her own work plan to ensure financial and administrative tasks are completed in a timely manner and according to priorities set by the Office of the Chair. Ability to handle highly confidential matters with discretion.
- **Decision-Making Authority:** Decide type of document and supporting material required for a multitude of forms and application procedures. Answer inquiries about Department and university procedures and policies. Refer atypical problems to the Chair or Administrative Manager.
- **Physical and Sensory Demands:** Minimal demands typical of an administrative position within an office environment
- **Working Environment:** There may be multiple and/or tight deadlines beyond one's control, and constant interruptions (e.g. phone calls, e-mails and unplanned but urgent support requests, varying volume).