

Job Description

Job Title:	Administrative Assistant
Department:	Centre for Teaching Excellence
Reports To:	Director, Centre for Teaching Excellence
Jobs Reporting:	None
Salary Grade:	USG 6
Effective Date:	October 2017

Primary Purpose

The primary purpose of the Administrative Assistant role is twofold: providing a broad range of administrative, financial, and technical support to the department, and coordinating departmental events. This role works in conjunction with various colleagues across the institution and at CTE, primarily the Director, the Program Coordinators, and the Instructional Developer, Consulting and Research.

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.

Administrative Support

- Provide administrative support to the department including sourcing office equipment and supplies, booking meeting rooms, providing technical support, coordinating file-sharing permissions, listserv maintenance, and equipment and space maintenance.
- Support with specific initiatives including university-level grants program and the annual conference
- Administrative support to the Director including scheduling meetings, filing, booking travel, and submitting expenses
- Complete and maintain confidential financial, audit, and human resource-related paperwork using university systems
- Monitor and reconcile all CTE budgets (operating, salary, grants), maintain budget documents and disseminate reports as required, and provide input to the Director on budget item allocations and projections
- Anticipate needs of the Director and department and execute tasks with minimal supervision

Coordination of Departmental Events

- Assist with planning and executing the coordination of events and visit requests, including booking venues and catering, monitoring registrations, collecting and processing payments, coordinating technical requirements and support, disseminating marketing materials, and monitoring the budget

Other

- Assist with other tasks and duties as needed
- From time to time on special projects, a Co-op student may work under the direction of this position

Required Qualifications

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

Education

- Completion of a university degree or equivalent experience and education.

Experience

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- Proficient with budgeting practices and software
- Extensive experience in office administration, including technical support and trouble-shooting.
- Event planning experience is an asset as is an interest in the work of a teaching centre.
- Intermediate experience with MS Office Suite
- Intermediate experience with financial and human resources systems
- Intermediate experience with web content editing and forms
- Some experience with database software, and hardware and software support

Knowledge/Skills/Abilities

- Knowledge of the University's policies, procedures, and operating requirements is highly desirable.
- Superior time management and organizational skills and attention to detail
- Ability to juggle multiple projects
- Problem-solving and analytical skills,
- Strong interpersonal and communication skills, showing tact and diplomacy
- Ability to work both independently and collaboratively
- Ability to maintain confidentiality

Nature and Scope

- **Contacts:** Works closely with the Director and interacts regularly with all members of CTE as well as staff members in other units (e.g., Finance, Human Resources, IST, Central Stores, Associate Vice-President, Academic).
- **Level of Responsibility:** This position has signing authority on all CTE accounts and is responsible for ensuring the accuracy of financial and other administrative documents and maintaining confidentiality about these documents. Responsible for providing administrative support for all CTE staff members.
- **Decision-Making Authority:** Responsible and accountable for prioritizing and executing various administrative and financial tasks, with and without guidance.
- **Physical and Sensory Demands:** Minimal demands typical of an office environment, with some physical demands.
- **Working Environment:** Minimal exposure to disagreeable conditions; some exposure to stressful situations at major events with numerous participants; some deprivation caused by constant interruptions and lack of control over work pace due to irregular and/or high volumes beyond one's control. The Administrative Assistant works in the CTE office suite.