Job Description

Job Title: Administrative Assistant
Department: Centre for Bioengineering and Biotechnology (CBB)
Reports To: Director, CBB
Jobs Reporting: None
Salary Grade: USG 6
Effective Date: November 2017

Primary Purpose
Reporting to the Executive Director, the Administrative Assistant provides organizational, administrative and financial structure and support necessary to manage the Centre. This includes financial, human resources and physical resources. Liaison and administrator for CBB faculty members, graduate students and other administrative units in the CBB. The Administrative Assistant provides executive level support to the ED and CBB program management team.

Key Accountabilities

Financial Strategy and Management including:
- Financial reporting on awarded research projects and grants through the Centre (internal or external, e.g. IRPG-EU, NSERC, ORF, OCE grants, sponsorships and seed funding). Together with the ED, determine budgeting Centre accounts and initiatives.
- Proposing solutions for administrative issues in research grants.
- Confirming that funds are available to support the strategic priorities of CBB and providing notification to the CBB team of impending funding restrictions.
- Ensuring that all operating and research accounts are soundly managed including monthly reconciliation of accounts, and that activities comply with university policies, procedures, and those of external granting agencies.
- Responds to inquiries related to financial issues, and review and approval of expenditures and review and analysis of financial statements.
- Overseeing funding of events such as conferences and seminar series.
- Liaison for guidelines and policies governing the university, research grants and contracts.
- Liaison with other units when interdisciplinary or institutional activities are being performed.
- Maintains all documentation to support audit and reporting requirements.

Administrative Coordination including:
- Support for the Project manager on research projects, grants, seed funding, and sponsorships.
- Ensuring the effective and efficient operation of the various committees and CBB governing bodies; serving as a resource to committees and director as required (e.g. policy and procedure adherence, recommend modifications to centre constitution, centre policies and procedures, agenda development and travel arrangements for board members).
- Managing the CBB’s administration office (e.g. overseeing maintenance and repairs, authorizing the purchase and allocation of equipment, furnishings and supplies, petty cash fund.)
- Assisting in the recruitment of casual staff, co-op and work study students, providing comments to support their evaluation.
- Ensuring the effective and efficient operation of various committees; serving as a resource to committees as required such as Board of Directors, Advisory Board, and Operations Committee.
Job Description

- Serving as a resource for the interpretation and application of policies, guidelines and practices.
- Complete travel and settlement claims, process request for payments, casual earnings forms, complete work requests, handle faculty requests.
- Ensuring the efficient and equitable use of facilities and equipment including booking of space.
- Provide oversight and functional direction to casual hires, co-op/work-study students or volunteers through the Centre.

Marketing Communications and Event planning:
- Works with the ED and program team to suggest marketing and communications directions within CBB (internal and external, e.g. developing targeted seminars/workshops, centre branding, marketing materials and promotional activities, management of web content).
- Collaborates with Communications and Outreach Assistant on: developing a strategic communication plan that reflects Centre goals and mission, communicating with other faculties and departments, and externally with partner organizations, the greater bio-community and public relations, preparation of monthly newsletter for members, communicating news, announcements, funding and collaboration opportunities.
- Management and coordination or providing support with the planning and execution of internal/external event planning, board and staff meetings, seminars/lectures, conferences and special events as necessary (e.g. Managing and overseeing conference accounts, create and maintain conference webpage, main contact for all participants, creating database of participants, their submitted abstracts and papers. Involved in all aspects of conference including booking of rooms, social program and conference schedule.)
- Expediting travel arrangements and preparing itineraries.

Records, reports, write documents and proposals:
- Assisting in the research project application process, tracking application completeness, and maintaining records of project agreements.
- Responsible for maintaining cumulative statistics for the Centre for funding and research and analysis to create funding reports, documents and presentations.
- Assist with reports and presentations for UW administration, industry projects, and government reporting agencies as required (collect and analyze data, prepare draft internal annual report and draft external impact report).
- Assist with the coordination of major funding proposals for funding/fund raising to external agencies (e.g. identifying potential researchers, coordinating industrial funding, in-kind commitments and letters of support, proof-reading, project coordination, preparation of materials for submission or review). Liaise with Office of Research.
- Managing, accessing and maintaining databases, web content, and other information resources.
- Preparing and distributing memos, correspondence and meeting notes.

Required Qualifications

Education
- Bachelor’s degree with business administration, marketing, and accounting; or equivalent education and/or experience.

Experience
- Minimum of 5 years of working in an administrative support and financial reconciliation and reporting role.
- Marketing and communications experience required.
- Experience with online financial reporting systems and granting agency systems.

Knowledge/Skills/Abilities
### Job Description

- Excellent human relation skills, in particular, ability to work on complex issues (confidentially and strategically) with faculty members and staff, guide and develop staff and foster constructive team relationships.
- Independent judgment in areas of time management, task prioritization and decision-making.
- Proven ability to manage a large volume of work, conflicting priorities and deadlines.
- Knowledge of the bioengineering and biotechnology field, grant program requirements, rules and constraints would be considered an asset.
- Exceptional verbal and written communication ability.
- Ability to adapt to changing administrative and financial systems.
- Basic experience with Sharepoint and web content management software.
- Intermediate experience with Microsoft Word, PowerPoint, Excel, including features such as databases and pivot tables.

### Nature and Scope

**Contacts:** Works with significant internal and external relationships: CBB Faculty, and Student Members, Vice President Research, Dean(s), and Associate Dean(s) of Research for all campus Faculties, Centre Board of Directors and Advisory Board, Centre Management Team and subsequent committees. Interactions between Centre Research Themes and Groups, Office of Research, Finance, Human Resources and other faculty/academic departments and Centres/Institutes on campus. Local and international corporate and institutional partners, Universities and College partners, Government Ministries and Agencies (Federal, Provincial, Local and International). External suppliers and service providers.

**Level of Responsibility:** Provides oversight and functional direction to the Communications and Outreach Assistant, co-op and work study students. The Administrative Assistant is responsible for monitoring and reporting financial activity within the Centre. The Administrative Assistant executes financial transactions and assesses whether university policies and guidelines are being followed.

**Decision-Making Authority:** Works independently, establishes own priorities and takes direction from the ED. Interprets and applies UW policies and guidelines. Exercises judgement in identifying and recommending improvements to processes in the Centre administration.

**Physical and Sensory Demands:** Minimal demands typical of an administrative position within an office environment.

**Working Environment:** Regular working hours, some evening/weekend work required.