

Job Description



Job Title:	Administrative Assistant
Department:	Waterloo Artificial Intelligence Institute (Waterloo.AI)
Reports To:	Managing Director, Waterloo Artificial Intelligence Institute (Waterloo.AI)
Jobs Reporting:	None
Salary Grade:	USG 6
Effective Date:	Aug 2023

Primary Purpose

The Administrative Assistant (AA) reports to the Managing Director. The AA assists the Managing Director and the two Co-Directors with administration, accounts management and budgeting, events management, and communications for the Waterloo Artificial Intelligence Institute (WATERLOO.AI). The AA plays a key role within the WATERLOO.AI structure and is generally the first point of contact. Further, the AA position is designed to bridge and maintain working relationships across campus, notably with WATERLOO.AI faculty members, the Office of Research, and Finance. The incumbent will continually develop and maintain a database to track contacts and funding for past, present and potential WATERLOO.AI research partners. Careful management of the finances of WATERLOO.AI, its relationship with faculty and staff involved in its research programs, oversight of its other research and education activities, and liaison with internal and external agencies and partners will ensure WATERLOO.AI's continued, successful operation.

Provide support for the Graduate Diploma in AI (GDipAI) including general internal and external communications with students, faculty and the UW Graduate Office.

Key Accountabilities

Financial Management

- Ensures that all operating, trust, and research funds are soundly managed and reconciled monthly; tracks expenses and income against budgeted amounts
- Provides cumulative statistics for WATERLOO.AI for funding and research and draw from this data to create funding reports, tables and graphs
- Reports and reviews on the institute's financial position with the Managing Director
- Liaises with Office of Research, Finance and departments on activities involving expenditures and commitments for research grants and projects
- Prepares and processes travel and expense claims and allowances in compliance with University Policy, procedures and granting agency requirements
- Remains current on knowledge of all policy requirements; attends annual training sessions
- Prepares payroll forms for casual and part-time employees; advises employees with respect to payroll procedures
- Assists with preparation of event budgets
- Tracks and summarizes all financial expenditures against budget
- Maintains existing database of industry, non-profit, and government contacts

Administrative Support

- Supports the Managing Director and the two Co-Directors in the planning and execution of various WATERLOO.AI administrative or programming activities
- Serves as a resource within the institute for the interpretation of and ensuring adherence to UW and departmental policies, procedures, guidelines and practices
- Manages office equipment and supplies; ensures maintenance of office computers, equipment, furniture and other equipment purchases used for research or administrative purposes
- Manages access and maintains WATERLOO.AI databases and other information resources
- Maintains confidential files related to personnel
- Schedules meetings, books rooms and applicable equipment for research related meetings, workshops and public events
- Manages WATERLOO.AI databases and other information resources
- Other duties as assigned

Event Management

- Plans, promotes, and executes various WATERLOO.AI events, including meetings, research symposiums, seminars, workshops, and professional training programs both internal and external to UW
- Organizes visiting delegation itineraries and logistics

Communications

- Assists with announcements, publicity and public relations
- Maintains and updates the WATERLOO.AI website
- Contributes to social media feeds
- Prepares regular information updates to faculty members
- Prepares and distributes memos, correspondence, and meeting notes
- Addresses inquiries from various external parties, including industry, media and students

Graduate Diploma in DS/AI (GDipAI) Support

- Working with participating academic departments and central units, compiles and maintains centralized CAIDS enrollment data.
- Tracks completion of various GDipAI milestones and communicates completion to relevant academic units.
- Allocates centralized course codes to GDipAI students.
- Supports CAIDS course instructors with scheduling and room logistics, invited speaker arrangements, program events, and with expense claims.
- In conjunction with the GDipAI leadership and Waterloo.AI MD, addresses various questions arising from GDipAI students.

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications**Education**

- Post-secondary diploma in business administration, finance or related area of study, or equivalent combination of education and work experience

Experience

- Minimum of 5 years' experience with progressively greater responsibility in financial related environment
- Previous experience developing and managing complex project budgets
- Experience working independently and as part of a team and managing workload and setting priorities
- Experience with event co-ordination or project management preferred
- Experience with web content management software is an asset
- Experience in an academic, not-for-profit and/or research environment is an asset
- Knowledge of research granting and reporting is an asset

Knowledge/Skills/Abilities

- Demonstrated high degree of aptitude for critical thinking coupled with strong analytical and problem-solving skills and proficiency in written and oral communication
- Demonstrated superior interpersonal skills and the ability to work collaboratively, build consensus, maintain confidentiality, exhibit sensitivity to the needs and interests of a variety of stakeholders, and support the functioning of a diverse project team
- Demonstrated ability to thrive in and contribute to an integrated and collaborative team environment and to apply a positive team approach to working with colleagues
- Working knowledge of research granting agencies and their programs is preferred
- Excellent written and oral communication skills and the ability to effectively communicate financial information to stakeholders with varying levels of financial knowledge
- Strong organizational skills coupled with the ability to handle multiple tasks, meet deadlines, and excel in a fast-paced environment characterized by changing priorities
- Demonstrated ability to exhibit good judgement and be tactful and diplomatic in order to liaise effectively with partner groups.
- Proven ability to exercise independent judgement in areas of time management, task prioritization and decision-making and the ability to handle sensitive and confidential information
- Intermediate skills in Microsoft Office Suite
- Proficiency with a financial system, Unit4, Concur preferred.

Nature and Scope

- **Contacts:** The Waterloo Artificial Intelligence Institute (WATERLOO.AI) is a major research institute at the University of Waterloo comprised of over 90 faculty members and several hundred graduate students focused on AI-related research activities. WATERLOO.AI welcomes faculty participation from across the campus.
Current membership includes faculty members from four of the six faculties: Applied Health Sciences, Engineering, Mathematics, and Science. The mission of WATERLOO.AI is to cohere, advance, promote and exploit cross-disciplinary research at the frontiers of artificial intelligence and its applications at the University of Waterloo. Under its mission, broadly, the WATERLOO.AI will focus on leveraging Waterloo's pioneering advances and productive industry partnerships for social and economic benefit, supported by cross-disciplinary expertise. Internal: WATERLOO.AI Steering Committee, WATERLOO.AI Advisory Committee, WATERLOO.AI management team, WATERLOO.AI faculty members, WATERLOO.AI graduate students, Office of Research, Faculty Deans, Departmental Financial Coordinators, UW Service Offices (Financial Services, Food Services, and so on). The AA position also requires the management of significant External: Industry and nonprofit research partners, WATERLOO.AI Advisory Committee, other universities and colleges, government departments and ministries, catering providers, business hotels and conference centers.
- **Level of Responsibility:** The AA position has specialized work with minimal supervision and occasional supervision of students (co-op, work-study, and international).
- **Decision-Making Authority:** The AA position requires the ability to make independent decisions regarding, but not limited to: interpreting problems and concerns from academic departments for subsequent action; managing administrative and research databases; maintaining records system for

WATERLOO.AI funding, outreach and research programs; arranging meetings, seminars and conferences internal/external to UW; preparing and distributing correspondence and meeting notes, as well as expediting travel arrangements and preparing itineraries.

- **Physical and Sensory Demands:** Minimal demands typical of a position operating within an office environment.
- **Working Environment:** Minimal exposure to disagreeable conditions typical of a position operating within an office environment. Some evening/weekend work and occasional travel may be required for special events.