

JOB DESCRIPTION

Dept: Faculty of Science & Horticulture

Working Title: Administrative Assistant (236)

Date: December 2014

Job Class: 9

PRIMARY FUNCTION:

As a divisional liaison provide administrative support for the Office of the Dean, Faculty of Science and Horticulture and process and coordinate information and provide administrative support to stakeholders for the Apprenticeship programs within the Faculty of Science and Horticulture.

JOB DUTIES AND TASKS:

1. Support of the Office of the Dean:

- a. Research, gather, compile and analyze information for the Dean, Associate Dean and Business Manager and for the Faculty of Science and Horticulture. Prepare and produce a variety of documents such as memos and letters, draft reports, forms etc. Create, maintain and revise department forms.
- b. Prepare routine correspondence on behalf of the Dean, Associate Dean and Business Manager. Initiate, draft and sign off on various documentation either independently or on behalf of the Dean, Associate Dean and Business Manager.
- c. Organize travel arrangements on behalf of the Dean and Associate Dean.
- d. Prepare employment documentation such as hiring requisitions, postings, employee transaction forms, search committee documentation and track and distribute materials.
- e. Process various forms, applications and contracts, verify calculations for accuracy and completeness and distribute. Resolve and follow up on queries as needed.
- f. Provide orientation to new department personnel including assignment of office keys, telephone and computer account.
- g. Record and track department records for vacation, overtime, illness and other related personnel information. Verify accuracy of annual vacation and overtime entitlements. Identify and advise the Dean of areas of concern.
- h. Coordinate the handling and distribution of confidential student information, personnel files and matters related to employee issues.
- i. Set up and maintain paper and electronic files for staff and competitions, contracts, student appeals, inventory of contract faculty and faculty on qualified list. Archive and store material per FOIPOP guidelines. Maintain department binders, lists and manuals.
- j. Coordinate and support a variety of department and committee meetings by initiating and confirming membership, creating agendas, recording, transcribing and distributing minutes, ensuring necessary materials and documentation is available and arranging for food services as needed.
- k. Attend information meetings within KPU to keep current on KPU policy, procedures and other organization related information.
- l. Coordinate employee hearing tests as appropriate and distribute test results accordingly.
- m. Assist with the development and maintenance of divisional web pages and SharePoint site.

2. Support Academic processes:

- a. Produce and monitor various registration, admission and enrolment reports using Banner, KBIT, and other internal resources. Identify and respond to concerns and escalate as needed.
- b. Assess student registration issues, identify solutions and advise faculty of outcome.
- c. Prepare, revise, process and distribute course outlines.
- d. Input, maintain and update program timetabling data including troubleshooting and problem resolving any issues. Distribute final version and subsequent revision if necessary.
- e. Coordinate the divisional course/program information for publications such as calendar, timetable, employee handbook etc.
- f. Coordinate the faculty evaluation process by tracking evaluation timelines, contacting faculty regarding upcoming evaluations, providing information and maintaining records of the evaluation process.
- g. Support faculty regarding division deadlines, processes and activities such as curriculum committee submissions, professional development activities and staffing requirements.
- h. Exchange information with faculty, students and others of the Dean's interpretation of policies or revisions, divisional procedures, plans and policies and direct to appropriate resources as required.
- i. Assist faculty in obtaining appropriate substitution and / or invigilation coverage.
- j. Initiate the review and allocation of faculty and staff offices.

3. Support of Financial processes:

- a. Assist with budget preparation and monitor budget expenses.
- b. Purchase external supplies using PCard, Web Req and Staples eWay accounts.
- c. Verify and process financial documentation such as requisitions, timesheets, and expense reports
- d. Calculate, process and track faculty contracts. Calculate and process fees for divisional faculty.

4. Coordinate and support Apprenticeship Programs:

- a. Review information and ensure academic program schedules are submitted to Scheduling for CRN generation within required deadlines upon consultation with Divisional Business Manager.
- b. Advise the Office of the Registrar and Faculty of Trades of changes to program status, cancellations and changes in scheduling of locations.
- c. Maintain apprenticeship program schedules on internal tracking systems and ensure the KPU web timetable and Trades Training Consortium database is updated.
- d. Liaise with Scheduling Department on an on-going basis; assist with the creation of program timetable documents for CRN generation and web publication, review for accuracy and resolve errors.
- e. Liaise with students regarding course cancellations, scheduling revisions, and process related documents. Recommend alternative solutions as needed.
- f. Collect, compile and draft information and reports required for apprenticeship reporting; distribute to internal departments and external agencies (e.g. ITA)
- g. Monitor various programs registration/enrolment, identify and track enrolment issues, and recommend section rescheduling to the Divisional Business Manager, Chairs, and Coordinator.
- h. Review stable enrolment data for the Trades Training system.
- i. Maintain, present, and distribute information packages (i.e. letters, exam info) for each program (e.g. apprenticeship grants and EI stakeholders for processing).
- j. Coordinate test schedules and facility arrangements for the administration of ITA invigilated exams related to apprenticeship. Ensure timelines are met for both the exam request and required ITA documentation processes. Resolve issues that may arise.
- k. Identify need and request approval for additional staff support required to deliver ITA examinations.
- l. Receive and maintain ITA invigilated records, update the Coordinator on the results and distribute to appropriate areas.

- m. Provide testing application support including problem resolution and maintenance. Troubleshoot issues and liaise with IET and the ITA when necessary, ensuring resolution in a timely manner.
- n. Act as the primary contact between faculty, high-school program coordinators and the ITA for the distribution of high-school student grade reporting information, ensure follow up and resolution.
- o. Ensures that apprentice record-keeping is completed in accordance with ITA requirements and procedures.
- p. Liaise with internal and external stakeholders, students and apprentices to ensure records are complete (missing grades, trade worker ID, admissions and registration); ensure resolution and FOIPOP followed.
- q. Assist in the development of communication with potential and current students (e.g. Horticulture Information Session, HortEducationBC).

SUPERVISION RECEIVED:

Reports to Divisional Business Manager (DBM)

SUPERVISION/DIRECTION EXERCISED:

Assign and monitor work of Student Assistants and Auxiliary staff, as assigned by the DBM

PHYSICAL ASSETS/INFORMATION MANAGEMENT:

Sept up, maintain and update office filing systems and control the dissemination of information; operate various office equipment such as computers, photocopiers etc.

FINANCIAL RESOURCES: Verify and check accuracy of financial documents, calculate and process fees and contracts, monitor and provide input into budget, purchase supplies. Authorize purchase of office supplies and other expenses on behalf of the Dean, Associate Dean and Divisional Business Manager.

The above statements reflect the general details considered necessary to describe and evaluate the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

EMPLOYER REQUIRED KNOWLEDGE SKILLS AND ABILITIES:

1. Completion of a two year diploma and / or equivalent recent-related administrative support experience with demonstrated advancing levels of responsibility.
2. Minimum five years administrative experience in a similar position; post-secondary work experience is an asset.
3. Demonstrated understanding of the Industry Training Authority processes and Apprenticeship training requirements.
4. Demonstrated understanding of registration processes, policy and procedures, curriculum and program development processes.
5. Excellent interpersonal, organization, planning, coordination, prioritization and follow-up skills.
6. Excellent written and oral communication skills, the ability to effectively engage with a diverse group of internal and external stakeholders.
7. Proven ability to address confidential matters and materials with tact and discretion and use good judgment.
8. Be able to accurately type 50 wpm. Intermediate experience with MS Office Applications, Banner and Fast programs.
9. Proven ability to meet changing priorities, multi-tasking, work to deadlines and make responsible decisions while maintaining high levels of customer service.
10. Demonstrated ability to work both independently and as a team member.

Knowledge Skills & Abilities revised: November 2014