

JOB DESCRIPTION

Dept.: Faculty of Arts

Working Title: Administrative Assistant (463)

Date: December 2016

Job Class: 9

PRIMARY FUNCTION:

To provide administrative support for the Office of the Dean and designated department(s) within the Faculty of Arts.

JOB DUTIES AND TASKS:

1. Perform administrative functions in support of Faculty-wide processes:

- a. Review established procedures and create tracking systems for various approval processes such as faculty evaluations, work contracts, course outline approvals, calendar edits, faculty search competitions, BCCAT and transfer credit requests, and course substitution requests; manage tracking systems to ensure timelines are met; advise Dean of any action required.
- b. Create, maintain, and update lists or databases such as course outlines, divisional manuals, and divisional personnel files; archive and store or destroy materials as per FOIPOP guidelines.
- c. Initiate, prepare and process documentation such as reports, contracts, forms, letters, and memos. Proofread for grammatical and informational accuracy, and distribute to appropriate internal and external personnel.
- d. Lead and participate in Faculty of Arts and university-wide process improvement initiatives by mapping, reviewing and analyzing processes, exploring options for improvement, recommending and implementing enhancements and creating/enhancing standard process documentation.
- e. Assist in the handling and routing of confidential personnel files and staff/faculty/student issues.
- f. Exchange information with departments and other faculties regarding Faculty of Arts practices, policies, procedures, and programs.
- g. Advise faculty, students, staff, and others of current policies and practices.

2. Coordinate and provide administrative functions for faculty search:

- a. Coordinate search activities and provide administrative support for faculty search process by establishing timelines, liaising with search committee members, scheduling search meetings, communicating with applicants, requesting and verifying documentation, completing and maintain accurate records, preparing meeting materials for search committees, setting up interviews, and providing information about KPU.
- b. Problem solve issues, such as scheduling conflicts, provide recommendations to the Associate Dean and implement solutions.
- c. Prepare employment documentation such as hiring requisitions, internal and external postings, position request forms, employee transaction forms, employee clearance and IET departure forms, interview questionnaires and search committee materials.

3. Coordinate and organize events and activities on behalf of the Faculty:

- d. Coordinate New Faculty Orientation sessions each semester and promote the event to new faculty. Coordinate all event logistics, arrange catering, and prepare and distribute information packages for new and returning faculty. Gather feedback and provide recommendations to Associate Dean for future sessions.
- e. Assist with other Faculty events such as Faculty of the Whole meeting, Annual General Meeting etc.

4. Perform administrative support functions in support of faculty review:

- a. Extract and analyze information from various systems/databases, identify faculty members who are due for their faculty performance review and determine those eligible based on their teaching schedules.
- b. Draft and send faculty review correspondence to faculty members under review and their department Chairs.

- c. Identify courses that should be appraised by students and correspond with the Office of Institutional Analysis and Planning and faculty members.
- d. Coordinate faculty review activities including communicating with faculty members, scheduling Associate Dean class visits and meetings, tracking faculty review documents received and following up with faculty regarding their outstanding documents as per KPU policies, ensuring timelines are met.

5. Coordinate and perform administrative functions for curriculum submission, revision and tracking:

- a. As the Faculty of Arts expert on curriculum processes, navigate complex university processes, ensuring up-to-date knowledge of related university policies and procedures. Act as a resource for others and sharing curriculum related information with faculty and colleagues.
- b. Provide administrative support for the curriculum committee: prepare and distribute agendas, take minutes, and provide live updates in meetings.
- c. Proof-read documents ensuring accuracy of information and adherence to KPU policies and procedures.
- d. Gather information from departments, review previous year's calendar, and draft and submit calendar updates to the Registrar.
- e. Track course outlines due for revision, notify departments of outlines that require revision, follow up on outstanding revisions, and bring problematic areas to the attention of the Associate Dean.
- f. Develop and deliver orientation and training on processes related to curriculum for committee members and faculty members for such as course outlines, program changes, proposals, etc.
- g. Liaise with course developers regarding proposal changes, providing direction and support on process requirements.

6. Provide administrative functions for Arts Governance Committee meetings:

- a. Provide administrative support for Faculty meetings, Faculty events, Faculty committees, and advisory boards.
- b. Prepare and distribute meeting materials, recording and distributing minutes following up on action items, maintaining mailing lists, booking rooms, and arranging catering services.

7. Perform administrative functions for budget allocations, proposals, and expenses:

- a. Monitor expenses to ensure that budget limits are maintained, bringing problematic areas to the attention of the Business Manager.
- b. Collect and track payments for special projects and events
- a. Provide administrative support for grant funding as needed.
- c. Assist Divisional Business Manager with the preparation of budget proposals.
- d. Liaise with Financial Services regarding establishing budget lines and ensure monies received are transferred within Faculties.
- e. Arrange for transfer of funds within departments and other business divisions when required.

8. Exercise supervision and direction:

- a. Supervise and assign work to student workers and conduct performance assessments..
- b. Participate in the recruitment and training of new staff.
- c. Assist with orientation for new staff and faculty; prepare and distribute information packages for new and returning faculty.

9. Perform administrative functions in support of cyclical departmental-wide processes, as required:

- a. As needed, provide administrative support for course scheduling processes (e.g., ed planning, timetabling). This includes liaising with individual faculty members and internal departments, maintaining accurate documentation, analyzing discrepancies and recommending solutions.
- b. Perform administrative coverage functions for departments including tracking and communicating key deadlines, schedule and maintain appointments, and composing correspondence on behalf of chair or Associate Dean.
- c. Ensure proper functioning of all equipment and adequate supplies for established department spaces. Troubleshoot problems and arrange for service and repair as needed.
- d. Greet students and visitors and direct inquiries to appropriate internal personnel.
- e. Create administrative materials for department programs as needed.

10. Other related duties:

- a. Maintain electronic calendar for Dean, Associate Deans, and Business Manager, as needed.

- b. Draft and prepare routine correspondence for the Dean/Associate Dean and conduct research as needed for new initiatives.
- c. Attend information meetings within the institution to keep abreast of University procedures and policies.
- d. Liaise with key personnel within the institution to provide guidance through various processes and ensure procedures followed.
- e. Perform other related duties as assigned by the Dean, Associate Dean, and Business Manager.
- f. Contributes to and promotes a safe, respectful, and inclusive work environment by adhering to University policies and procedures and completing mandatory training programs.

SUPERVISION RECEIVED:

Reports to Administrative Coordinator.

SUPERVISION/DIRECTION EXERCISED:

Assign, monitor, and examine work of student workers and auxiliaries. Conduct performance assessments.

PHYSICAL ASSETS/INFORMATION MANAGEMENT:

Create and maintain tracking systems and databases. Set up, maintain and update office filing system and control the dissemination of information; operate various office equipment such as: computer, photocopier, scanner, camera and video camera.

FINANCIAL RESOURCES:

Verify accuracy of financial documentation. Ensure contracts adhere to budget and funding guidelines.

The above statement reflects the general details considered necessary to describe and evaluate the principal functions of the job

EDUCATION AND EXPERIENCE

- Completion of a Bachelor's Degree from an accredited post-secondary institution and a minimum of three years of recent-related administrative support experience with advancing levels of responsibility.

QUALIFICATIONS

- Understanding the nature of the work of academic faculties in a university is an asset.
- Typing speed 50 wpm.
- Experience managing multiple demands within a large and complex organization. Superior organizational skills in coordinating projects and meeting multiple overlapping deadlines.
- Proven ability to successfully recognize, analyze and resolve problems.
- Proven ability to prioritize work and manage time effectively in an administrative environment with multiple demands and frequent interruptions.
- Working knowledge of the English Language. Proven excellence in communication skills, both oral and written, exhibiting a high level of tact, professionalism and diplomacy.
- Thorough knowledge and proven ability to accurately compose standard forms of business communications such as memoranda, meeting minutes and agendas, business letters, emails, etc.
- Superior accuracy and attention to detail, particularly in editing documents.
- Proven ability to comprehend, communicate and comply with established policies, practices and procedures.
- Proven ability in quantitative reasoning.
- Experience reviewing documents for accuracy, tracking expenditures, and applying policy and procedure.
- Working knowledge of routine office practices and procedures, including standard filing systems, clerical control systems, record-keeping, etc.
- Proven ability to address confidential matters and materials with tact and discretion.
- Proven ability to take direction and complete assigned tasks on time.
- Proven ability to work independently under minimal supervision.
- Proven excellence in interpersonal skills, with the ability to patiently and effectively deal with a diverse range of people in a pleasant and professional manner.

- Proven ability to work as a constructive and cooperative team member.
- Ability to adapt quickly to new technologies and rapidly changing work environment.
- Intermediate knowledge of integrated administrative technologies including MS Word, MS Excel, MS Access, Outlook software, electronic calendars, and internet. Familiarity with Banner information system is an asset.

Revised: March 2023