

JOB DESCRIPTION

Dept: Faculty of Health

Working Title: Administrative Assistant- Faculty of Health
(696)

Date: May 2021

Job Class: 8

PRIMARY FUNCTION:

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

JOB DUTIES AND TASKS:

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

- a. Organize and support departmental and committee meetings, including correspondence and minute taking.
- b. Organize, maintain and update departmental/program files and databases of program information and facilitate program document submissions within timelines.
- c. Review established procedures and create tracking systems for various approval processes such as faculty evaluations, work contracts, course outline approvals, calendar edits, faculty vacation & professional development, 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.
- d. Create, maintain, and update lists or databases such as course outlines, departmental/program manuals, and departmental/program files; archive and store materials as per Faculty of Health guidelines.
- e. Initiate, prepare and process documentation such as reports, contracts, forms, letters, and memos. Proofread for grammatical and informational accuracy, and distribute as directed, to appropriate internal and external personnel.
- f. Advise faculty, students, staff, and others of current policies and practices and respond to program enquiries and refer as appropriate.
- g. Disseminate information as directed.
- h. Assist with student information sessions.
- i. Maintain reference materials and departmental library.
- j. Maintain Faculty of Health website and external links, including the use of web software (e.g. Drupal)
- k. Maintain a tracking system for program and student documentation for accreditation and other administrative purposes.
- l. Collate student surveys, formatting reports and minute taking for related committees.

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 maintaining accurate records, preparing meeting materials for search committees, setting up interviews, and providing information about KPU.
- b. Assist the Program Chair with orientation for new faculty, including the creation of paper and web-based materials.

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

- a. As the Faculty of Health 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 Program Chair and/or 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 information and support on process requirements.
4. **Provide administrative functions for Faculty of Health Governance and Program Advisory Committee meetings:**
- a. Provide administrative support to meetings, events, committees, and program advisory committees.
 - b. Prepare and distribute meeting materials, recording and distributing minutes following up on action items, maintaining mailing lists, booking rooms, and arranging catering services.
5. **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 and formatting 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. Assist with the creation of administrative materials such as informational packages, brochures, promotional materials and displays for department programs as needed. Liaise with Program chairs and Marketing and Communications as needed.
6. **Other related duties:**
- a. Draft and prepare routine correspondence for the Dean/Associate Dean and conduct research as needed for new initiatives.
 - b. Attend information meetings within the institution to keep abreast of University procedures and policies.
 - c. Liaise with key personnel within the institution to provide guidance through various processes and ensure procedures followed.
 - d. Working under the direction of the Divisional Business Manager, supports the operation of the TCM Program clinic.
 - e. Perform other related duties as assigned by the Dean, Associate Dean, and Divisional 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 the Divisional Business Manager, Faculty of Health.

SUPERVISION/DIRECTION EXERCISED:**PHYSICAL ASSETS/INFORMATION MANAGEMENT:**

Set up and maintain departmental/program files and office filing systems, operate various office equipment such as computer, scanner, and copier.

FINANCIAL RESOURCES:

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 four-year baccalaureate degree from a publically accredited post-secondary institution or equivalent combination of education and experience.
2. Five years recent related experience that demonstrates increasing levels of responsibility. Experience working in highly complex administrative environments is an asset.
3. Typing speed of 55 wpm.
4. Excellent working knowledge of English, both verbal and written.
5. Working knowledge of routine office systems and procedures, including standard filing systems, record-keeping, etc.
6. Demonstrate accuracy and attention to detail, particularly in editing documents.
7. Proven ability with time-management skills in coordinating projects and meeting multiple overlapping deadlines.
8. Strong organizational skills with ability to effectively prioritize tasks in an office environment with changing demands and frequent interruptions.
9. Effective communication skills, both spoken and written, exhibiting a high level of tact, professionalism and diplomacy.
10. Strong interpersonal skills, with the ability to patiently and effectively deal with a diverse range of people in a respectful and professional manner.
11. Proven ability to take direction and complete assigned tasks on time.
12. Proven ability to work independently under minimal supervision, exercising good judgment and initiative.
13. Proven ability to handle confidential matters and materials with tact and discretion.
14. Proven ability to compose standard forms of business communication such as memoranda, business correspondence, minutes of meetings, etc.
15. Proven ability to work collaboratively within an administrative team.
16. Ability to comprehend, communicate and comply with established policies, practices and procedures.
17. Demonstrated ability at the intermediate level with MS Office package and website maintenance.
18. Inherent ability to adapt quickly to new technologies and rapidly changing work environments.

Knowledge Skills & Abilities revised:
