



BCGEU POSITION DESCRIPTION

POSITION TITLE: Dean's Assistant

JOB NUMBER: 844

REPORTS TO: Divisional Business Manager

INCUMBENT:

DEPARTMENT: Wilson School of Design

DATE CREATED: June 2023

JOB CLASS: 7

DATE REVISED:

PRIMARY FUNCTION

The Dean's Assistant performs a variety of administrative duties in support of Wilson School of Design (WSD) Dean. The incumbent works closely with the Dean's Office team, liaises with faculty, staff, students and other KPU personnel to provide administrative support on complex and confidential executive administrative functions. The incumbent ensures operations of the WSD are consistent with the administrative policies, guidelines and procedures of KPU.

JOB DUTIES AND TASKS

- a. Manages the Dean's calendar by receiving and initiating requests for meetings, speaking engagements and special events, prioritizing appointments and proactively resolving scheduling conflicts. Liaises with attendees and/or other groups to organize and review relevant meeting material.
- b. Proactively creates and maintains effective workflow and communications to the Dean including handling simultaneously a variety of projects and tasks.
- c. Responds to phone, email and in person enquiries by providing general information and referring enquiries to appropriate sources based on a broad knowledge of the University's priorities, procedures, protocols and personnel.
- d. Reviews, actions, and distributes incoming correspondence for the Dean and manages all outgoing correspondence.
- e. Prepares correspondence, drafts and reports of a confidential and highly sensitive nature, for the WSD ensuring that correspondence adheres to a consistent and professional standard.
- f. Organizes and schedules meetings, including contacting participants, booking rooms, ordering refreshments, and arranging for parking as required.
- g. Provides support to a variety of committees by preparing and distributing agenda packages, arranging meeting dates/times/rooms, contacting participants, and undertaking follow-up on items as needed. Attends and takes minutes/notes at meetings as required.
- h. Organizes special events as required by the WSD coordinating activities such as invitations, facilities, catering arrangements, and verifying facility contracts. Attends events as required.
- i. Working closely with the DBM to prepare preliminary budget, monitor expenses, prepare budget transfers, process special deposits, purchase orders, check and reimbursement requests.
- j. Reconciles VISA Statements to receipts for submission to Finance as per expenditure account guidelines. Codes invoices received for payment in the WSD as per expenditure account guidelines.
- k. Organizes travel arrangements for the Dean including booking flights, hotel accommodation and providing directions.



- l. Provides support to Advisory Chair with up to date membership lists, incoming member welcome packages, outgoing member departure packages.
- m. In collaboration with the Dean and Advisory Chair coordinates and supports all logistics for program advisory committees. Creates reporting documents to ensure the activities of the Advisory Committee are officially reported to KPU senior management.
- n. Builds and maintains strong working relationships across the University, including staff, faculty members, and administration.
- o. Participates on Faculty and KPU committees and subcommittees to inform and advocate on behalf of the WSD.
- p. In collaboration with the Dean's Office Administrative Assistants creates, maintains and updates SharePoint pages on the Faculty SharePoint site.
- q. Provides recommendations to streamline processes and improve efficiencies in the Dean's Office.
- r. Supports the Dean's Office and Faculty on special projects, assignments or events as required as assigned by the Dean.
- s. Provides coverage for other Administrative Assistants as required.
- t. Other duties as assigned by the Dean, Associate Dean or the Divisional Business Manager.
- u. 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:

This position reports to the Divisional Business Manager.

SUPERVISION/DIRECTION EXERCISED:

This position provides supervision to student assistants and volunteers. This role provides workplace orientation for department new hires, and provides work instructions to support staff.

PHYSICAL ASSETS/INFORMATION MANAGEMENT:

This position enters or verifies data for records or files and digitally stores records on to sites such as Common, SharePoint, Teams, Moodle, Planner, TDX, FAST.

FINANCIAL RESOURCES:

This role performs financial estimates for contracts, purchasing decisions, or budgets including project budgets requiring program or subject matter knowledge as well as detailed planning. Position will have access to a PCARD with a limit of \$2500 in order to procure goods and services on behalf of the Deans Office.

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

- Proven ability to meet changing priorities, multitasking, work to deadlines and make responsible decisions while maintaining high levels of customer service.
- Excellent interpersonal, organization, planning, coordination, problem-solving and follow-up skills.
- Excellent written and oral communication skills.
- Be able to independently draft correspondence and reports of a routine nature based on knowledge of established style and practices.
- Experience with supporting committees, demonstrated ability to create agendas, record and distribute minutes.
- Demonstrated skills in computer and Internet applications (e.g. Windows environment, Word, Excel, email, Banner and web browser).
- Demonstrated ability to create and maintain databases and tracking systems.
- Demonstrated ability to work both independently and as a member of a team.
- Experience handling confidential information.

EMPLOYER REQUIRED EDUCATION & EXPERIENCE

- Diploma or completion of two years' post-secondary education or a combination of education and relevant work experience.
- Progressive general office experience that includes two years' experience in a similar position preferably within a unionized environment; post-secondary work experience is an asset.

Knowledge Skills & Abilities revised:
