

JOB DESCRIPTION

Position	Administrative Assistant	Hours	Averaging 35 hrs/wk
Classification	Hay (Provisional)	Date	Aug 2017
Dept	Unama'ki College		
Reporting To	Associate Vice-President, Indigenous Affairs and Unama'ki College	Group	Non Union

PURPOSE:

The Administrative Assistant will provide project coordination and confidential administrative support to the Associate Vice President (AVP) Indigenous Affairs and Unama'ki College. Duties will include, but not be limited to, organizational responsibilities related to the AVP's external community responsibilities, preparation of confidential correspondence (including preparation and tracking of employment related contracts for all staff, grievance letters, performance information on faculty and staff, and other labour relations issues as required), maintenance of confidential files including budget preparation and tracking, assisting in the research and editing of grant applications and other funding proposals and acting as a liaison between the AVP and Deans, faculty, staff, students, Aboriginal Communities, and the general public. The Administrative Assistant will manage the AVP's calendar/appointments and travel arrangements and may, from time-to-time as required, provide higher level and/or confidential administrative support to other members of Unama'ki College or special projects as assigned by the AVP.

SPECIFIC RESPONSIBILITIES:

Provide confidential administrative, organizational, and secretarial support to the AVP Indigenous Affairs and Unama'ki College. Specifically:

- act as a liaison for the AVP's external community relationships with Indigenous leaders and communities;
- attend meetings (confidential and otherwise) with and for the AVP and prepare records, minutes, and reports pertaining to same;
- provide administrative and organizational support to projects and programs affiliated with Unama'ki College including, but not limited to, Unama'ki Research Group, In.Business, MSAP, etc. This support may include organization of meetings and/or special events, teleconferencing arrangements, minutes and record keeping, and correspondence;
- create, prepare and secure confidential correspondence, memos related to grievances, performance issues (and other labour related issues);
- create or modify PowerPoint presentations and provide research assistance to the AVP in preparation of topics/presentations for speaking engagements and confidence presentations;

- assist the AVP and staff in developing grant and proposal applications for programs and initiatives;
- maintain departmental budget lines, liaising with the Finance Office as required;
- create employment contracts relating to projects, student work, term appointments, etc.;
- track budget lines and ensure immediate access for AVP;
- maintain the AVP's calendar and appointments, including travel arrangements; and
- project work for other Deans as may be assigned.

Act as liaison person between the AVP and Deans, Associate Deans, Departmental chairs, faculty, staff, students, and the general public. Specifically:

- screen (and where possible, resolve) student enquiries referred by front office staff;
- provide information and support to students, faculty, and staff;
- provide information on Unama'ki College programs, courses, schedules, policies, procedures, processes, and relevant forms.

General duties:

- participate in the tracking of attendance and maintain staff records for vacation, sick time, etc. and ensure reporting to Human Resources; and
- other job related duties as required.

The hours of work for this position will normally be 8:30 a.m. to 4:30 p.m. Attendance at external meetings and some travel may be required.

Maintain currency with CBU policies and procedures such as Academic Calendar, student finance policies and procedures, articulation agreements, and secondary school course codes. Duties and assignments will be evolving and will require flexible work hours, including some weekends and evenings.

QUALIFICATIONS:

- Related baccalaureate degree (Social Sciences, Education or Health Related) or acceptable equivalent is preferred, but not required.
- Secretarial or office administration diploma is preferred.
- Demonstrated proficiency in MS Office (particularly Word, Excel and PowerPoint), relevant web browsers and the ability to learn updated and/or new software such as EndNote and RefWorks, quickly.
- Minimum three (3) years administrative experience, experience in an academic environment preferred.
- Knowledge of First Nation communities and organization structures in the Maritimes.
- Excellent interpersonal/people management skills including the ability to work with employees and serve students in a high-pressure situation with composure.
- Excellent writing and organizational skills.

- Ability to work closely with internal and external contacts and to build and maintain good working relationships.
- Willingness and ability to become proficient in CBU student records system (*TheSIS*).
- Willingness and ability to undertake occasional travel and work evenings and weekends.
- Fluency of the Mi'kmaq language preferred; preference will be given to candidates who are First Nations.

Administrative Assistant

Date

Human Resources

Date