

**JOB DESCRIPTION**

Position	Secretary to the Engineering Department		
Classification	Band 3 (Provisional)	Date	February 2018
Department	Engineering	Job Category	Secretarial
Reporting To	Chair, Engineering Department	Group	CUPE

**JOB SUMMARY:**

Provide support services to students and faculty within the Engineering Department. Respond to queries from parents and members of the public. Provide administrative support to chairs, faculty and staff. Incumbents may be assigned to work in a primary location, but will be available to provide back up to other locations.

**SPECIFIC RESPONSIBILITIES:**

- Respond to enquiries from students, assess urgency and refer as appropriate (faculty member, Chair, Dean).
- Respond to a variety of queries from parents. Explain general academic procedures while maintaining confidentiality of student records.
- Respond to queries from members of the public.
- Refer appropriate student enquiries to the Registrar's Office.
- Coordinate meetings such as School or Committee meetings. Preparing agendas and sending notifications. Taking and preparing minutes.
- Schedule meetings, arranging refreshments, and booking rooms.
- Posting class cancelation notices.
- Coordinate printing by utilizing the University Print Shop.
- Coordinate maintenance of photocopier with occasional photocopying of small (or urgent) print runs.
- Send and respond to e-mail, voice mail, faxes.
- Call students to provide or seek information.
- May advise students on general procedures and ensure use of the appropriate form (e.g. add/drop, program change, letter of permission, etc.).
- Review submitted forms to ensure they are complete, follow up with student to obtain missing information prior to processing.
- Access information in the student information system – TheSIS.
- Other job related duties as assigned.

Must maintain confidentiality around student records.

**QUALIFICATIONS:**

- One year secretarial or office administration diploma.
- Two years recent related experience (experience in an educational/academic environment preferred).
- Demonstrated general interest in students and in meeting their academic needs.
- Excellent interpersonal and communication skills with tact and cultural sensitivity.
- Ability to work in a team environment and maintain good working relationships with other university employees.
- Good judgement skills and the ability to maintain confidentiality.
- Proficiency in MS Office and web browser and ability to learn updated and/or new software quickly.
- Willingness to become proficient in CBU student records system (TheSIS).
- Demonstrated writing and organizational skills.

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Secretary

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Date

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Human Resources Department

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Date

Established:	Jan 2018
Evaluated:	