

JOB DESCRIPTION

Position	Secretary to the Schools Martin Harvey Building, Deans' Row	Hours	15 per week
Classification	Band 4	Date	Sep 2017
Department	Deans' Office	Job Category	Secretarial
Reporting To	Assistant to the Dean, SASS	Group	CUPE

JOB SUMMARY:

As part of the administrative team within the Deans' Offices, provide support services to students and faculty within the Schools of Arts and Social Sciences, Science & Technology, Education & Health and Office of Research and Graduate Studies. 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:

Provide support services within the Deans' area to faculty and students. Respond to queries from parents and members of the public. Specifically:

- Respond to a variety of enquiries relating to standard academic procedures. 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.
- 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.

As part of the administrative team within the Deans' Offices, the Secretary to the Schools will provide administrative support to Deans, Assistants to the Deans, chairs and faculty in the Departments of Nursing and Health Sciences & Emergency Management, which includes, but is not limited to:

- Producing a variety of documents (letters, reports, grant proposals) utilizing scientific, medical terms and documents in English and French;
- Preparing for Dean's signature the School's standard letter for students on the annual Dean's list;
- Coordinating the 2nd, 3rd and 4th year advising schedule for students. Scheduling students appropriately, including walk-in visits;
- Coordinating meetings, such as School or Committee meetings. Preparing agendas and sending notifications. Taking and preparing minutes;
- Scheduling meetings, arranging refreshments and booking rooms;
- Posting class cancelation notices;
- Coordinating printing by utilizing the University Print Shop;
- Coordinating maintenance of photocopier with occasional photocopying of small (or urgent) print runs;
- Maintaining computerized filing system and departmental files;
- Ordering and maintaining supplies;
- Sending and responding to e-mail, voice mail, faxes; and
- Calling students to provide or seek information.

Provide administrative support for academic activities:

- Coordinate teacher evaluations for each term, including distributing/collecting evaluations to students in class, enter data, and submit electronically for collation.
- Collate and prepare for an assigned School and/or Sector, the on-line faculty advising schedule for the academic year (fall/winter and spring/summer sessions).
- Coordinate, collate and provide timetable information to the Registrar's Office based on departmental submissions for the academic year (fall/winter and Spring/Summer).
- Request, receive, and collate information for the Academic Calendar. Maintain tracking system to ensure all submissions are received and follow up with Chairs. Sort and forward to the appropriate Assistant to the Dean for editing and final preparation and submission to the Registrar's Office.
- Support the Academic Difficulty/Discontinuous process to advise students of academic status, ensuring that students receive correct notification as determined by the Committee. Prepare notification letters for signature by the Chair.
- Distribute, receive and record Distance Education Examinations.

The incumbent must maintain confidentiality around student records.
Other job related duties as assigned.

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.

JJEC – Management Rep

Date

JJEC – CUPE Rep

Date

Assistant to the Dean, SASS

Date

Secretary

Date

Revised	December 2012
Revised	January 2015
Evaluated	February 2015
Revised	Sep 2017