

JOB DESCRIPTION

Position	Assistant to the Associate Vice President, Academic & Research and Dean, School of Education & Health	Date	Dec 2019
Classification	Hay	Group	Non-Union
Dept	Research, Teaching & Graduate Studies; School of Education & Health		
Reporting To	Associate Vice President, Academic & Research; Dean, School of Education & Health		

PURPOSE:

Provides confidential administrative and organizational support to the Associate Vice President, Academic and Research, and the Dean, School of Education and Health on a range of academic matters involving confidential correspondence. Act as liaison between the AVP/Dean, other Deans, Associate Deans, Department Chairs, faculty, staff, students, and the general public.

SPECIFIC RESPONSIBILITIES:

- Provide administrative and organizational support to professional advisory bodies and projects, which may include organization of special events, videoconferencing arrangements, record keeping and correspondence;
- Maintain departmental budget lines, liaising with the Finance Office as required, ensuring immediate access for Associate Vice President and the Dean;
- Manage SharePoint internal access for CBU principal and secondary users, assigning electronic login and passwords for applicants, and maintaining records;
- On behalf of the Dean, liaise with Deans, Associate Deans, Departmental Chairs, faculty, staff, students, and the general public;
- Organize and attend meetings (confidential and otherwise) and prepare records, minutes and reports pertaining to same;
- Create, prepare and secure confidential correspondence, memos related to grievances, research active, promotion and tenure, performance issues (and other labour related issues);
- Field enquiries and complaints from students/faculty/staff and resolve issues where possible;

- Organize and manage the AVP and Dean's calendars, prioritizing meeting requests and preparing meeting materials as applicable, including travel arrangements;
- Prepare and edit reports (e.g. Annual Research Report, Research Matters);
- Prepare and edit letters (e.g. failure to progress, plagiarism, academic warning, program completion, sabbatical, course release, references);
- Ensure student enquiries are handled in an efficient and timely manner (academic standing, medical issues, plagiarism, academic regulations);
- Prepare, process and track employment contracts, professional development, cheque requests, travel, financial forms, etc.;
- Complete degree audits and consult with Chairs, Dean and Registrar's Office on deficiencies;
- Coordinate with MUN all registrations/adds/drops for MEd (IT) students;
- Track attendance and maintain staff and faculty records for vacation, absences, sick time, class cancellations and ensure reporting to Human Resources;
- Collate faculty activity reports/CVs annually;
- Update quick communiques on the Research website;
- May provide backup support to other Dean's Assistants;
- Schedule meetings and events – booking rooms, ordering food and setup.
- Send event notices and generate RSVP lists;
- Organize, set up, and attend sabbatical presentations;
- Collect sabbatical reports and post to SharePoint for committee review;
- Organize Sabbatical and Industrial Leave Committee (SAIL) meetings, take minutes and prepare letters of approval for AVP's signature and distribution;
- Help with organization of Research Month.

The position requires the ability to handle difficult situations and work with minimum supervision.

QUALIFICATIONS and SKILLS:

- Related Baccalaureate degree (Social Sciences, Education or Health Related), or acceptable equivalent combination of education and experience;
- Secretarial or office administration diploma an asset;
- Minimum five (5) years administrative experience; experience in an academic environment preferred;
- Demonstrated proficiency in MS Office (particularly Word, Excel, and PowerPoint), relevant web browsers and the ability to learn updated and/or new software. Familiarity with SharePoint an asset;
- Excellent interpersonal/people management and problem-solving skills including the ability to work with employees and serve students in high-pressure situations with composure;
- Excellent writing and organizational skills;

- Ability to work closely with internal and external contacts, and to build and maintain good working relationships;
- Ability to work collegially with associates/contacts at other Universities, private & public organizations, and government representatives;
 - Communicating effectively with internal and external enquiries;
 - Budgetary knowledge and proficiency in maintenance of budget lines;
 - Ability to carry out rules & conventions regarding confidentiality (labor relations, student records, faculty records);
 - Ability to become knowledgeable of CBU's organizational structure, policies and operating procedures;
- Willingness to become proficient in CBU's ERP system (Colleague).

Assistant to AVP AR & Dean, SEH

Date

Human Resources Department

Date

Established:	2008
Evaluated:	November 2019