



## JOB DESCRIPTION

Position	Assistant to the Dean, SSOB	Hours	Averaging 35 hrs/wk
Classification	Hay	Date	Aug 2016
Dept	Shannon School of Business (SSOB)		
Reporting To	Dean, SSOB	Group	Non Union

### JOB SUMMARY:

The Assistant to the Dean will provide project coordination and confidential administrative support to the Dean, Shannon School of Business. The incumbent will research and coordinate a range of projects relating to the Dean's internal and external community responsibilities, the CIC and the Shannon School of Business Advisory Board. The Assistant will prepare confidential documentation, maintain confidential files including budget preparation and tracking, prepare and track employment related contracts for all faculty members, and act as liaison between the Dean, Director of MBA, Departmental Chairs, faculty, staff, students and the general public. The Assistant will provide backup support to other Dean's Assistants and School Secretaries.

### SPECIFIC RESPONSIBILITIES:

Provide a broad range of project coordination to support the Dean, including, but not limited to, the following regular duties:

- Act as liaison for the Dean's external community responsibilities with such agencies as the Chamber of Commerce and CB Partnerships.
- Provide support to the Canadian International College in Cairo to ensure integrity of student academic records and quality assurance.
- Research and prepare draft articulation agreements in standard format for review by the Dean.
- Organize events on campus to engage high school students and other publics, with direction by the Dean.
- Research and prepare proposals for industry training programs with direction by the Dean and support by SSOB faculty and staff.
- Prepare proposals and coordinate small-scale market research projects with support by SSOB faculty and staff.
- Project work for other Deans, as assigned. Project assignments are completed with general direction by the Dean.

Provide confidential administrative and secretarial support to the Dean, including but not limited to, the following regular duties:

- Create, prepare and secure confidential documentation such as, but not limited to, documents related to employee hiring, grievances, promotion and tenure, employee performance issues, employee discipline, collective bargaining and other labour relations issues, liaising with Human Resources.
- Maintain departmental budget lines, liaising with the Finance Office.
- Create employment contracts relating to course overloads, term appointments, etc.
- Track budget lines and ensure immediate access for Dean.
- Attend and take minutes at confidential meetings concerning personnel, financial or other management matters.
- Maintain the Dean's calendar and appointments, including travel arrangements.

General duties:

- Provide backup support to other Dean's Assistants and School Secretaries.
- Other job related duties as required.

**QUALIFICATIONS:**

- Baccalaureate degree in business, or equivalent.
- Minimum two (2) years administrative experience. Experience in an academic environment preferred.
- Valid Passport (or ability to obtain) and the ability to undertake occasional travel.
- Excellent research and computer skills, including proficiency in PowerPoint, MS Office web browsers.
- Excellent interpersonal/people management 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.
- Willingness to become proficient in CBU student records system.

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Assistant to the Dean

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Date

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Human Resources

\_\_\_\_\_  
Date