#### Trent University LogoOPSEU JOB DESCRIPTION

**Job Title:** Academic Administrative Assistant

**Job Number:** SO-253 | VIP: 1229

**Band:** OPSEU- 6

**Department:** Indigenous Studies Graduate Programs / Chanie Wenjack School of Indigenous Studies (CWSIS)

**Supervisor Title:** INDG PhD Program Directors / CWSIS Director

**Last Reviewed:**  May 15, 2023

#### **Job Purpose:**

Under general direction and with minimum supervision, provides administrative support to the Directors of the Indigenous Studies PhD Program, the graduate faculty, graduate students, and prospective students as well as to the Director of the Chanie Wenjack School for Indigenous Studies as required.

#### Key Activities:

* Administers and co-ordinates the business of the INDG graduate programs, addressing faculty, student, and public questions (e.g., complaints, concerns, and general information), receives, interprets, and conveys verbal and written information with clarity. Establishes and maintains electronic distribution lists to facilitate quick information dissemination. Uses discretion when handling confidential material.
* First point of contact for the INDG graduate programs includes receiving and screening incoming email, calls, and visitors, answering inquiries about program procedures and directing requests for appointments. Answers applicant questions regarding admission and program requirements.
* Communicates with graduate students on program matters and will notify Directors of potential issues.
* Provides administrative services to the INDG Graduate Program Directors, graduate faculty and liaises with the Office of Research, the School of Graduate Studies and other graduate programs as required.
* Works with the INDG Graduate Program Directors to coordinate program admissions. Responsible for sending recommendations for admissions to the School of Graduate Studies. Ensures the School of Graduate Studies is made aware of all acceptances and rejections as well as any other relevant communications (requests for deferrals etc.). Produces and sends rejection letters to unsuccessful applicants.
* Orients new graduate students, both by organizing a program orientation session and/or individually as required.
* Coordinates course scheduling, liaises with the scheduling team, and ensures that DCU is updated with course offerings for each term by the communicated deadline. Associates graduate faculty with Blackboard graduate course sites. Also ensures students are aware of available course offerings.
* Responsible for ensuring students are registered each term, including monitoring enrolment, leaves of absences, etc. Also coordinates registration process for graduate students including funding forms, annual progress reports, and change of status requests.
* Assists with the entry of syllabi into the online Syllabus System.
* Maintains students’ confidential files and records as required by the programs. When requested, using records and data from the student information system, will compile information and statistics as needed.
* Provides administrative support to graduate students including but not limited to the setup of email accounts, requesting keys, and arranging for office space. Collect, sort and forwards graduate student mail; manages a library of graduate student resources. Orders resources for graduate library.
* Monitors program allocation of entrance funds and international graduate scholarships.
* Monitors and reports to the Directors on a regular basis, on the program budgets and advises the Directors of any budgetary concerns. Coordinates program purchases and assists with expense claims for visiting speakers, external examiners and student research support while adhering to institutional policies for expense claims and purchasing.
* Monitors graduate student and research space including graduate offices, Monture Room and the Olive Dickason Reading Room, reviews and orders resource material and equipment for Graduate Programs; monitors and maintains office supplies and equipment inventory for graduate programs.
* Coordinate documents required for review by graduate committees. Maintains graduate faculty appointment files of Graduate, Adjunct and Special Graduate faculty for the INDG Graduate programs.
* In collaboration with the Graduate Program Directors, makes changes to and submits the graduate calendar copy.
* Review's marketing materials provided by School of Graduate Studies (such as the Viewbook) and communicates required updates.
* Assists with programs promotion and attends events such as recruitment fairs as required.
* Assists with programs reviews as required.
* Aids Graduate Programs Directors with the development of new policies and procedures.
* Arranges yearly supervisory committee meetings with each graduate student and their committee members.
* Responsible for tracking of graduate student information, including supervisory committees, committee meeting dates, etc. into the graduate student database (Colleague), and keeps alumni database of addresses, employment, etc and data necessary for cyclical programs reviews.
* Coordinates PhD and MA thesis defenses, liaises with PhD and MA candidates, their supervisor, committee members and external examiner to set date and time for defences. Coordinate's videoconferencing (if applicable) ensuring final steps of degree completion. Arranges travel, accommodation, and reimbursements for the external examiner and Indigenous Elders and Knowledge Holders.
* Responsible for monitoring student grade submission and annual progress reports for all graduate students; including liaising with all the appropriate graduate faculty.
* Maintains and updates the INDG graduate programs website and social media account, including design and creation as required.
* Assists in organizing INDG Graduate Programs events (i.e., visiting speakers, conferences, workshops, receptions, dissertation/thesis defenses, etc.), room bookings, catering, special events bookings, etc.
* Provides support for INDG Graduate programs committee meetings, PhD Council, Traditional Advisory Council (specific to graduate programs), Oral Comprehensive Exams, Indigenous Research Day, Indigenous Women’s Symposium including scheduling, taking minutes and dissemination of the minutes.
* Develops and applies for funding through Trent University Work Study Program (TWSP); participates in selection of candidates for TWSP office assistants; assigns and supervises the work of TWSP office assistants.
* Responsible for the coordination of Eagle Feather Ceremony, preparation of invitations, ordering Eagle Feathers to be dressed and ready for graduates, ordering any food for the ceremony, contacting Elders who will be performing the ceremony and coordinating any travel needs.
* Undertakes other office duties and tasks to support the INDG Graduate programs as required.
* Maintains an up to date sign out library of PhD dissertations and resources for PhD students.
* Supports the Wenjack school academic awards committee for graduate student awards.
* Supports the on-the-land components of the PhD program.
* Undertakes other program support duties (Elders’ Gathering, Nozhem, Academic Fairs, etc.), in collaboration with the Wenjack School AAA as part of the administrative assistant team of the Chanie Wenjack School as required.
* Serves on the Indigenous Education Council and provides administrative support to the council including communication and organization of meetings, logistical support for faculty and community members of the council.
* Maintains the Monture Oral History Lab.
* Provides administrative assistance to the Chair, Anishinaabe Knowledge and the Chair, Haudenosaunee Knowledge.
* Provides support for the PhD Traditional Ethics Review Committee and process.
* Supports the Wenjack School Ethics Review Committee.
* Provides administrative and logistical support to Boodweh Centre for Indigenous knowledge and languages and Enwayaang centre for professional learning.
* Other duties as assigned.

#### Education Required:

* General University Degree (3 year).
* Preference may be given to individuals with an Honours Bachelor’s Degree (4 year).
* Working knowledge of Indigenous cultures and traditions, from a lived experience as an Indigenous person.
* Knowledge of Indigenous cultures, protocols and knowledge would be an asset.

#### Experience/Qualifications Required:

* Two (2) years of general experience, and one (1) year of related administrative office experience required. Experience in Graduate program administrative is an asset.
* Computer knowledge and experience necessary. Experience using MS Excel and Word required. Familiarity with PC and Mac computer systems would be an asset. Familiarity with digital audio-visual equipment and software would be an asset.
* Excellent interpersonal and communication skills; comfortable working closely with faculty, graduate students, alumni, Indigenous communities, traditional knowledge holders and Elders.
* Excellent organizational skills and demonstrated ability to take initiative are essential; must be able to work independently, be available to travel if required. A valid Ontario driver’s licence would be an asset.
* Website training or experience in design, development, and/or maintenance is required. Knowledge of social media, Twitter, Instagram, Facebook, TikTok would be an asset.
* Working knowledge of Trent University including Trent’s Graduate Programs would be considered an asset.

#### Supervision:

* Supervise and direct the activities of student employees

**Job Evaluation Factors:**

##### Collaboration with Others

Works closely with other members of the Chanie Wenjack School for Indigenous Studies, including the Financial Officer, Undergraduate AAA and members of the First Peoples House of Learning.