#### Trent University LogoEXEMPT JOB DESCRIPTION

**Job Title:** Administrative Assistant

**Job Number:** X-443 | VIP: 1901

**Band:** EXEMPT- 5

**Department:** Office of the Provost & Vice-President, Academic

**Supervisor Title:** Manager, Office of the Provost & Vice-President, Academic

**Last Reviewed:**  April 25, 2023

#### **Job Purpose:**

Under the direction of the Manager, the Administrative Assistant will support the daily operations of the Office of the Provost & VP Academic. This position will be responsible for supporting committee work and quality assurance activities, coordinating, and scheduling the calendars for the Provost and Manager, tracking and monitoring expenses, website maintenance, and general office duties. In addition, this position will be responsible for backfilling the positions of Executive Assistant and Academic Coordinator, as required, during peak periods, absences, and vacation period.

#### Key Activities:

##### Major Academic Committees

Provides support to committees as directed, including but not limited to the Committee on Academic Personnel, Provost’s Planning Group, Academic Planning & Budget, Faculty Board, Award Committees, as well as search and ad hoc committees. The level of support will vary from committee to committee, and will include:

* Scheduling committee meeting dates, booking rooms, and sending out invites and reminders to committee members
* Initiating calls for agenda items, preparing draft agendas, and compiling agenda packages, with Zoom/Teams links as required
* Distributing and posting meeting materials to SharePoint
* Drafting follow-up letters, distributing letters and posting relevant documents to website
* Maintains SharePoint sites to ensure files are accurate and up to date

##### Quality Assurance Support

Provides support for Quality Assurance activities, specifically new program development and the formal audit of the University’s quality assurance processes. Functions as custodian of all records for the development of new programs by tracking the approval process, documentation and due dates for internal reports and reporting deadlines to Quality Council. Drafts correspondence and updates guidelines and templates. Liaises with external reviewers to share review documentation and organizes travel and on-site/virtual visits. Processes expense reimburse claims and honorariums.

##### Calendar Management

*This will be a shared responsibility with the Executive Assistant. The EA will have primary responsible with the Administrative Assistant acting as back-up in this role.*

Responsible for managing the day-to-day activities for the Provost and Manager. Books appointments, schedules and coordinates appointments and meetings. Acts as first point of contact when greeting guests. Registrars for conferences, and responsible for RSVP’ing to events. Ensures that the Provost and Manager have appropriate materials in advance of meetings. Meeting details should include purpose of meeting and meeting attendees. Keeps Provost and Manager informed of meetings taking place. Works closely with other senior administrative offices in the coordination of meetings and the Provost’s time.

##### Office Management

Responsible for general office duties including, but not limited to the following:

* Document management; manages and maintenance of electronic files on Shared Drive and in SharePoint
* Tracks and coordinates documents for signature in the Office of Provost, i.e., Hiring Request Forms, articulation agreements
* Drafts routine correspondence; prepares and formats letters and reports ensuring documents are accessible
* Maintains office supplies and equipment
* Books rooms and catering, and arranges travel and accommodation
* Physical mail and courier service

##### Tracking & Monitoring of Experiences

Prepares and processes expenditures, expense reimbursement forms, purchase requisitions and other charges to the Provost’s accounts to ensure timely payment and accurate account coding. Tracks expenses, and reconciles VISA statement and monthly statements.

##### Website

Responsible for initiating updates and revisions to the Provost’s website to ensure information is accurate and current. Ensures website meets accessible requirements.

##### Other

Other duties as assigned. Includes filling in as needed for other staff within the Office of the Provost.

#### Education Required:

* Honours Bachelor’s Degree (4 year).
* Degree in Business Administration, Communications or Quality Assurance is an asset.

#### Experience/Qualifications Required:

* Five (5) years of progressively responsible experience in administrative support positions, preferably in a post-secondary educational institution. Experience working with academic faculty and/or experience in quality assurance will be given preference.
* An understanding of university governance, operations and culture is essential, including knowledge of the various constituencies within the Trent University environment and their influence on decision making at the executive level.
* Familiar with academic and general university policies and procedures.
* Familiar with a university’s academic structure, organization and an understanding of a university’s academic cycle.
* Ability to take initiative, exercise sound judgement, and solve problems independently.
* Strong organizational skills with the ability to prioritize and multi-task. High level of attention to detail and accuracy required. Demonstrated ability to meet deadlines in a fast-paced work environment.
* Excellent interpersonal, verbal and written communication skills with a high level of professionalism and diplomacy.
* Proven experience handling confidential and sensitive issues.
* Proficiency in using Microsoft Office Software (Word, Excel, Access and PowerPoint) and experience using Trent-specific software (Colleague, IRIS and Drupal).
* Proficiency utilizing online portals and platforms (Zoom, Blackboard, SharePoint, OneDrive) and demonstrated ability to assist with technical problems and learn new technology as required.
* Experience with AODA compliant document creation and website development maintenance using.