

Burman University
JOB DESCRIPTION

JOB TITLE	Administrative Assistant and First Year Academic Advisor
DEPARTMENT	School of Business
CATEGORY	<input type="checkbox"/> Hourly <input checked="" type="checkbox"/> Salary
CLASSIFICATION	Individual Contributor 2
REPORTS TO	Dean – School of Business
DATE LAST REVISED	November 4, 2025

POSITION SUMMARY

To provide direct administrative and office management support to the Dean of the School of Business and to members of the Faculty as directed by verbal or written instruction. Responsible for advising first-year students in planning their academic schedules for their first year of study, and assisting with first-year student orientation.

ESSENTIAL JOB FUNCTIONS

Administrative Assistant

- Assist the faculty dean by carrying out delegated tasks
- Courteously receive and screen all inbound calls, emails, and visitors
- Assist and provide information to current and prospective students
- Train and supervise student office help
- Assist with correspondence, memos, proofing documents, etc., as requested
- Arrange and facilitate meetings/appointments
- Complete expense reports, prepare purchase orders, track budget and other monetary duties
- Maintain faculty files
- Review, evaluate and distribute all incoming and outgoing mail
- Coordinate photocopier maintenance and order supplies
- Coordinate the distribution of all keys for the School of Business
- Assist the Dean with the access and safety procedures of the North West Hall building
- Maintain a high level of confidentiality in all interactions
- Maintain and monitor office supply inventory levels and place orders as required
- Perform other tasks as deemed appropriate and necessary to the efficient functioning of the Faculty, as requested by the Dean
- Maintain membership and involvement in related professional organizations to enhance professional development
- Assist in the planning of the “Business Speaker Series”.
- To attend workshops of interest to the School of Business.
- Liaise with multiple stakeholders such as government agencies, businesses, church institutions, individual partners and collaborators.
- Participate in the planning of (and coordinate the logistical support required by) the Business Speaker Series, the School of Business Advisory Board meetings, and the annual Small Business Week event.
- Perform other academic duties in collaboration with the Registrar’s office.
- Liaise with other internal administrative offices, such as the President’s office, the Vice President for Academic Administration’s office, and the Marketing & Enrolment department.

First-year Advising

- Contact assigned prospective and new students to assist them in planning their arrival on campus and registration.
- Work with departments to meet the needs of students.
- Be a member of the Student Intervention Team (SIT) committee and assist the committee with all students who are referred to the committee for support.
- Be available to all assigned first-year students for academic counseling throughout the academic year.
- Instruct assigned first-year students on the functionality and use of the Student Portal
- Assign faculty advisors to second-year students.
- Provide timely documentation and maintain accurate advising notes.
- Serve on appropriate committees.

JOB STANDARDS AND REQUIREMENTS

EDUCATION/TRAINING

- Post-secondary education: Two years of post-secondary education required; a Bachelor's degree in Business or a related field is preferred.
- Training in the area of advising and administration is an asset.

Experience

- Minimum of two years of related administrative experience.
- Preferably a minimum of 1 to 2 years' experience in university student advising.
- Experience with computer and database programs (Word, Excel, etc.).
- Experience working in post-secondary environments is an asset.

Skills & Responsibilities

- Ability and desire to remain current on issues related to academic and career placement and student placement activities.
- Ability to work with a diverse student population and staff as a team member of Registrar Services.
- Strong interpersonal and writing skills to deal effectively with various University personnel and the Community.
- Communications are generally difficult and/or of a sensitive nature, often requiring tact, judgement and courtesy.
- Work often requires analysis and assessment of problems that are broad in nature.
- Demonstrated creative and innovative approaches to problem-solving and the ability to make many work-related decisions. Generally, work assigned is usually covered by general instruction or accepted practices. Able to take initiative.
- Provides guidance, coaching, and/or advice to others and provides basic supervision and direction to student workers.

Effort & Additional Attributes

- Work involves a moderate degree of alertness and concentration to complete job tasks.
- Ability to exert light physical effort (up to 5kg).
- Ability to work a flexible schedule to accommodate student and programming needs.
- Detail focused, work has an impact within the faculty, the registrars' office, and with students.
- Ability to deal with difficult or unusual circumstances.
- Ability to work well under pressure.
- A member of the Seventh-day Adventist Church in good and regular standing.
- Passionate about Adventist education supporting the vision and mission of Burman University.

Hours

- Full-time, 38 hours per week; schedule may vary based on departmental needs

Salary

- \$3,877.00 - \$4,795.00 per month