

BURMAN UNIVERSITY
JOB DESCRIPTION

JOB TITLE	Administrative Specialist
DEPARTMENT	Academic Administration
CATEGORY	<input type="checkbox"/> Hourly <input checked="" type="checkbox"/> Salary
CLASSIFICATION	Individual Contributor 3
REPORTS TO	Vice President for Academic Administration
LAST REVISED DATE	August 27, 2019

POSITION SUMMARY

The Administrative Assistant provides administrative support for academic programming. They will coordinate activities and facilitate the administrative needs of the office. Be able to make many work-related decisions and work assigned by generally instructions and or accepted practices.

ESSENTIAL JOB FUNCTIONS

- Facilitate preparation of the following annual reports: Statistics Canada - Academic Staff; scholarly activity table for CAQC Annual Report; Comprehensive Institutional Plan for Alberta Education; Annual Report for Alberta Education
- Assist with the collection and maintenance of annual and cyclical QA reports
- Facilitate the collection/analysis of data and assembly of cyclical QA reports
- Assist in visitation arrangements of external reviewers
- Coordinate the organization of the senior class in fall and work with the class executive through to graduation
- Coordinate all aspects of the graduation weekend, including development of program, arrangements with speakers, graduands survey, etc.
- Coordinate the course evaluation process
- Coordinate faculty summer load agreement process
- Coordinate the Excellence in Teaching Award nomination and dossier collection process
- Maintain current faculty resumes
- Facilitate submission of annual faculty reports and proposals
- Coordinate the rank and tenure promotion/new faculty process, maintaining records for contact preparation
- Update and maintain spreadsheet for contract instructors, follow through and document process of signatures and copies to payroll, instructors, and office file
- Assist with the hiring process for new faculty and assist in the orientation for new faculty
- Coordinate the terms of office process for faculty deans and department chairs
- Maintain faculty office assignment records and processes
- Update teaching load percentages and submit to payroll at the beginning of each semester
- Review faculty course loads
- Assist with colloquium planning as needed
- Attend retention committee meetings as VPAA designate

- Prepare Dean's List and letters for academic dismissal
- Prepare options for academic datelines
- Prepares and manages the departmental budget
- Perform general office duties, supervise student worker, make appointments, prepare for committees, correspondence, proofread and edit documents, etc.

JOB STANDARDS AND REQUIREMENTS

EDUCATION/TRAINING

- Bachelor Degree, Administration preferred
- Training in the area of administration is an asset

EXPERIENCE

- Three years' experience in an administrative assistant capacity or post-secondary office environment

SKILLS & RESPONSIBILITIES

- Ability and desire to remain current on issues related to academic
- Ability to work with a diverse student population and staff
- Strong knowledge of general office procedures
- Ability to communicate with difficult and sensitive situation
- Hands-on experience with Microsoft Office, particularly Word and Excel
- Knowledge of Adobe Creative Suite is an asset
- Demonstrated creative and innovate approaches to problem solving, and ability to make many work-related decisions. Generally work assigned is usually covered by general instruction or accepted practices. Able to take initiative.
- Superior writing skills, including proper spelling, grammar and punctuation
- Ability to multi-task, work independently, and prioritize tasks with minimal supervision
- General mathematical and budgeting skills
- Excellent organizational, analytical, and interpersonal skills
- Ability to analyze and assess problems that are broad in nature, develop, propose, and/or implement solutions

EFFORTS & 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 well under pressure
- A member of the Seventh-day Adventist Church in good and regular standing
- Professional, responsive, and positive work attitude
- Manual dexterity required to use computer and peripherals
- Ability to negotiate stairs
- Willing to work occasional evenings and weekends
- Dedication to provide excellence in Seventh-day Adventist education through support of the vision and mission of Burman University