

Job title	<i>Administrative Assistant, School of Liberal Arts</i>
Reports to	<i>Chair, School of Liberal Arts</i>

Job purpose

This position is responsible for assisting the Liberal Arts faculty and chair, as well as the faculty, staff and dean of the Applied Arts Division, by providing and monitoring a broad range of support services, primarily administrative in nature. This includes: human resources, finance, administrative services and other related duties to enable the division to serve its clients effectively and fulfil its mandate within Yukon College.

Duties and responsibilities

1. Providing administrative support to the School by:
 - a) Organizing appointment bookings, including initial contact with clients, basic assessment of needs and requests, protection of confidentiality, coordination of schedules and appointment calendars.
 - b) Coordinating various types of meetings, workshops, open houses, events, and information sessions by booking facilities, audio-visual equipment, preparing agendas and background information as required, ensuring proper physical arrangements are made, attending meetings, recording minutes, preparing, organizing and distributing documentation to members, and follow-up action(s).
 - c) Word processing, drafting, editing and proofreading: program brochures, handouts, forms, calendar copy, reports, correspondence, contracts, minutes, or memoranda and preparing financial and statistical reports as required.
 - d) Providing reception services by directing staff, students and members of the public; receiving and transferring inquiries to the appropriate person; providing mail pick up and distribution as required.
 - e) Coordinating and providing administrative inputs and outputs to the operating software system for the School, including entering journal vouchers, course creates, purchasing and stores requisitions and advising staff on general operating software procedures.

- f) Facilitating the delivery of programs through: processing of casual hires, time sheets, scheduling; booking facilities and audio-visual equipment; arranging instructor travel, including booking accommodations and rental vehicles; facilitating the acquisition and delivery of course material, supplies and equipment. Liaising with partnered post-secondary institutional departments as required and including: processing forms, reports, and correspondence for facilitation of program delivery.
- g) Initiating course creates and revisions; accessing and inputting course information on the operating software system. Maintaining systems for central program records and information and archiving records as necessary.
- h) Assisting instructors with college forms.
- i) Maintaining security of office area and confidential records in accordance with ATIPP legislation
- j) Operating and maintaining office equipment (e.g., phones, faxes, photocopiers, etc.) Arranging for repairs and servicing as required and scheduling for usage where necessary.
- k) Participating in discussions and making suggestions for new initiatives, general planning functions, budget preparation, and making recommendations and suggesting solutions to administrative problems and procedures.
- l) Assisting with School publicity by coordinating arrangements with College Relations and suppliers for advertisements, brochures, and flyers, etc.
- m) Ensuring promotional course information is updated and accurate

Approximate percentage of job time above functions are performed: 75 %

2. Other Principal Activities, in order of importance (describing for each what, why, and how, an approximate percentage of job time required, rounded off to the nearest 5%)

Provides financial support to the School by:

- a) Assisting the chair with budget preparation and unit spending plans to guide all aspects of finance and administration, including production of revenue and expenditure reports, circulation of variance reports, distribution of Low Value Purchase orders, reallocation of funds within

accounts, preparation and balancing of Journal Vouchers for entry on the operating software system.

- b) Preparing and authorizing personnel documentation such as employment hires and time sheets; producing the employment agreement for personnel/finance approval; obtaining signatures, authorizing stipends and time sheets and ensuring they are received in payroll on time.
- c) Coordinating and providing administrative inputs and outputs to the operating system including entering journal vouchers, course creates, purchasing and stores requisitions and advising staff on general operating system procedures;
- d) Coordinating, preparing and administering purchase orders, accounts payable/receivable, petty cash, third-party contracts, etc. as required and advising staff on college financial guidelines and procedures.
- e) Authorizing payment of invoices within designated signing authority in accordance with approved spending plans developed by program staff, incumbent and Division head.
- f) Assisting with the chair's management of the School's budget, including third-party revenues, by reviewing monthly financial statements, through the operating system, for errors in coding, ensuring corrections are made through journal vouchers and follow-up as required; preparing and distributing financial summaries, and alerting budget holders of potential problems.
- g) Resolving scheduling conflicts.

Approximate percentage of job time above functions are performed: 15 %

Provides clerical, communications and customer service support to Division chairs/heads and staff by:

- a) Maintaining relevant Divisional sections of the College website as directed.
- b) Coordinating requests from students or other clients for education or career planning information, assisting students with search for career, education, and financial information and directing inquiries to appropriate resource people as needed.
- c) Providing customers with accurate information and/or referring customers to the appropriate staff member or service which involves

responding to and clarifying customer inquiries about courses and programs in the division, assisting customers with completion of registration or administrative forms, and explaining processes and procedures.

- d) Maintaining inventory and organization of supplies.

Approximate percentage of job time above functions are performed: 5 %

3. Examples of Additional Divisional Activities which may be performed:

- a) Contributing to the College as a whole through participation on College committees and at general meetings as assigned.
- b) Providing administrative assistance to other support service staff.
- c) Performing other related duties as required (e.g., Fire Warden duties, temporary backfill for other administrative assistants in Applied Arts, etc.).

Approximate percentage of job time above functions are performed: 5%

5. Approximately how long will it take for a fully qualified employee from outside the work unit to reach the full working level of the position:

Approximately one (1) year/academic year

Qualifications

- Completed diploma or certificate in Office or Business Administration
- Good knowledge of office practices and procedures
- Good knowledge of Banner software specific to their areas needs
- Extensive use and experience using computers for administrative support and desktop publishing such as Microsoft Word, Excel, PowerPoint and Publisher.
- Knowledge of basic bookkeeping practices
- Broad range of excellent secretarial, administrative skills
- Knowledge of Yukon First Nations
- Excellent interpersonal and communication skills
- Ability to establish and maintain effective working relationships with other College staff across all Departments
- Ability to communicate effectively both orally and in writing.
- Ability to work within a diverse and busy team
- Strong ability to work independently and under pressure
- Ability to maintain confidentiality.

- Strong ability to analyze and solve problems systematically
- Ability to plan and organize activities
- Sensitivity to cross-cultural issues
- Ability to assess situations/needs quickly and act professionally in these situations by assisting or directing students/clients to appropriate resources.
- Ability to provide exceptional customer service
- Demonstrate creativity and initiative in problem solving
- Strong team player

Working conditions

Normal office environment

Type	<u>What percentage of the time?</u>
Sitting	70%
Standing	10%
Walking	20%

Physical requirements

Promotional materials to be shipped up to 22kg/50lb.

Direct reports

There are no direct reports to this position.

Approved by:	<i>Andrew Richardson</i>
Date approved:	<i>February 9, 2018</i>
Reviewed:	