

YUKON UNIVERSITY
POSITION DESCRIPTION

PART I - IDENTIFYING DATA

Position Number: YC1288

Position Title: Administrative Assistant

Division: Research Services Office

Headquarters: Ayamdigut Campus

Supervisor's Title: Manager, Research and Scholarly Activity Services

Date Description Completed: March 20, 2013

Date Description Updated: March 2024

PART II - SUMMARY (broad statement of why the position exists)

Reporting to the Manager, of Research and Scholarly Activity Services, this position is responsible for assisting the Research Services Office (RSO) and the YukonU Research Centre (YRC) by coordinating and monitoring a broad range of support services, primarily administrative. This includes human resources, finance, administrative services, and other related duties to enable the division to serve its clients effectively and fulfill its mandate within Yukon University.

A. Duties and Responsibilities

- 1. Major Function - the most important activity or responsibility required (describe what is done, why it is done, and how it is done):**

Providing administrative support for the Research Services Office and the YukonU Research Centre by:

- a) Coordinating various types of meetings, workshops, open houses, events, and information sessions, for the RSO and YRC by booking facilities and audio-visual equipment, inviting invitees, and managing responses.
- b) Organizing and attending meetings, preparing agendas, and recording minutes, preparing, organizing, and distributing documentation to members, and follow-up action(s).
- c) Word processing, drafting, editing, and proofreading handouts, forms, calendar copy, reports, correspondence, contracts, minutes, or memoranda as required.
- d) Coordinating requests from students, staff, and/or members of the public regarding information requests and directing inquiries to appropriate resource people as needed.
- e) Providing reception services by directing staff, students, visiting researchers, and members of the public; receiving and transferring inquiries to the appropriate person; providing mail pick up and distribution as required.
- f) Coordinating and providing administrative inputs and outputs to the operating software system for the Division, including entering journal vouchers, purchasing and storing requisitions, and advising staff on general operating software procedures. Development and maintenance of a comprehensive office procedures manual.

- g) Supporting the hiring and administration of perm, term, and casual staff through the processing of casual hires, preparation of staffing requests, management and submission of timesheets, and collation, submission, and filing of employee performance plans.
- h) Coordinating travel for RSO and YRC staff through preparing and processing travel claims before and after travel, arrangement of travel logistics including transportation and accommodation, and completing insurance and Workers' Compensation Health and Safety paperwork.
- i) Maintaining systems for central program records and information and archiving records as necessary. Maintaining storage areas, including disposal of unneeded records and supplies.
- j) Maintaining security of office area and records including keys, purchasing tools, personnel records and timesheets, financial information, and other confidential information.
- k) Operating and maintaining office equipment such as desk and cellular phones, faxes, photocopiers, TVs, video conferencing, computer lab equipment, printers, etc. Arranging repairs and servicing as required and scheduling for usage where necessary. Ordering office supplies as required.
- l) Participating in discussions and making suggestions for new initiatives, general planning functions, and making recommendations and suggesting solutions to administrative problems and procedures.
- m) Assisting with the division publicity by coordinating arrangements with University Relations and suppliers for advertisements, brochures, flyers, etc.
- n) Maintaining the YukonU Research Centre reception area in an appropriate condition to serve clients.
- o) Overseeing systems for managing digital paperwork (e.g., travel claims, requisitions, etc.) for access by RSO and YRC staff, as appropriate.
- p) Organizing and coordinating workspaces for new and existing staff, students, and visiting researchers, including maintaining records of desk allocation (including student and visiting researcher workspaces), and ordering business cards, door plates, name tags, supplies, etc. for new staff.
- q) Providing administrative services in support of purchasing, including distribution and maintenance of low-value purchase and service agreements, credit card administration, preparation of requisitions, and other purchasing support as required, in collaboration with Procurement and Contract Services.

2. Provide financial support to the Research Services Office and the YukonU Research Centre by:

- a) 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.
- b) Coordinating and providing administrative inputs and outputs to the operating system for the Division, including entering journal vouchers, course creates, purchasing and stores requisitions, and advising staff on general operating system procedures;

- c) Coordinating, preparing, and administering purchase orders, accounts payable, petty cash, and Visa for Division and assisting and advising staff on the University's financial guidelines and procedures.
- d) Authorizing payment of invoices within designated signing authority following approved spending plans developed by program staff, incumbent, and Director.)

Approximate percentage of job time above functions are performed: 90%

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

- a) Maintaining relevant sections of the University website as directed.
- b) Maintaining inventory and organization of supplies.

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

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

- a) Contributes to the University as a whole through participation on University committees and at general meetings as assigned.
- b) Collects and maintains statistical data on Division programs and services.
- c) Provides administrative assistance to other support service staff.
- d) Performs other related duties as required.

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 6 months.

B. Problem-solving and decision-making

1. a) List any sections of Acts, Regulations, and Policies or Procedures the incumbent must be fully familiar with to perform the position's functions:

Relevant sections of Yukon University Policies & Procedures Manual, Yukon University, Academic Regulations, Human Rights Act, Copyright Act, Student Information Handbook, Yukon University Calendar, and Residence Handbook.

b) Is the position responsible for interpreting, administering, or enforcing any of the above? If yes, explain.

Yes – the application of a) above in daily work.
Administering the correct procedures

2. a) Describe the kinds of recommendations the incumbent is regularly required to make and to whom:

Supervisor – suggestions for improved services, changes to office procedures, and general administrative procedures.

- b) Who normally makes the final decisions concerning those recommendations?

Supervisor

3. a) Describe the kinds of final decisions regularly made for which the incumbent is held accountable.

Final Decisions regularly made include purchases within delegated limits per approved spending plans, approval of casual time sheets/stipends, providing accurate information to researchers, students, and the public, and setting priorities among work tasks.

- b) What is the direct impact of those decisions?

Direct impact includes commitment of funds, dependability of pay being on time and accurate, smooth functioning of division, and effective assistance to staff and students.

C. Freedom to Act

1. Describe how this position receives direction:

Direction is received daily from the Supervisor, and task requests are made daily by Division staff.

2. What legislation, regulations, procedures, or established practices guide, constrain, or limit the activities of this position?

See B. 1 a)

3. How is the work of the position normally checked or evaluated?

Regular feedback from supervisor, staff, students, and formal periodic evaluations.

4. What types of decisions are normally referred to by the supervisor? (Give examples)

Decisions include expenditures beyond delegated limits, unprecedented changes to work procedures, work priority conflict, and unusual queries or concerns from students, staff, or public.

D. Financial Accountability

1. a) Annual Budget (for the unit under the direct control of the position):

Fiscal year:	\$
Annual payroll:	\$
O/M Budget (excluding payroll):	\$
Capital Budget (excluding payroll):	\$
Revenues:	\$
Recoveries:	\$

- b) Who prepares this budget?

Supervisor

c) What is this position's accountability for budget once allocated?

Accountable for payment of items authorized within designated signing authority according to agreed spending plans.

d) Does the position have the authority/ability to reallocate resources? (describe)

No

e) Signing authority levels:

Requisition for purchases within the amount (\$3,000) approved under University Policy and payroll per approved spending plans.

E. Management Supervision of Human Resources

1. No direct supervisory duties.

2. Supervisory duties.

a) Number of positions supervised directly:

Permanent _____

Aux/Casual _____

b) Nature of supervision: (check any of the following supervisory tasks that are to be performed regularly):

- a) _____ Show colleagues how to do tasks
- b) _____ Train other employees in work procedures
- c) _____ Assign work and review for quality/quantity
- d) _____ Establish work priorities and schedules
- e) _____ Change duties and responsibilities
- f) _____ Participate with supervisor in employees' performance evaluations, or formally appraise employees' work performance and discuss appraisal with them, making a final recommendation to advance or withhold merit increments
- g) _____ Recommend appointment or rejection upon completion of the probationary period
- h) _____ Interview employees with attendance or performance problems
- i) _____ Act as the first formal step in the grievance procedure
- j) _____ Interview candidates for vacant positions in the unit
- k) _____ Give opinion to supervisor on the selection of new employees, or make final decisions on selection of new employees
- l) _____ Other (describe)

F. Key Personal Contacts

<u>Who (what positions or groups)</u>	<u>Purpose</u>	<u>Frequency</u>
Supervisor	Consultation	Daily
RSO Staff	Support/Advice	Daily
University Researchers	Support/Advice	Daily
Students	Support	Daily
General Public	Information/Making Appointments	Daily
Other University Staff	Information	Daily
Agencies	Information	Weekly
Other Universities	Program Information	Weekly

G. Tools, Equipment, or Machinery Used

<u>Name</u>	<u>Purpose</u>	<u>Percentage of Time</u>
Computer	Word Processing, e-mail, spread sheet, database, electronic calendar, Banner, and Internet search, event and service information posting on electronic mediums	65-70%
Calculator	To perform calculations	2%
Telephone	Communications	10%
Photocopier	Copying	2%

H. Working Conditions

Describe any adverse conditions that are expected in the job.

a) Describe weights lifted:

<u>Type</u>	<u>How Heavy</u>	<u>Percentage of time</u>
Equipment materials & supplies	up to 10kg.	5%

b) What working conditions (sitting, standing, bending, reaching) or types of physical effort (hiking, walking, and driving) are required?

<u>Type</u>	<u>Percentage of time</u>
Standing/walking	25%
Sitting	65 - 70%
Lifting	5%

c) Describe any physical hazards present:

<u>Type</u>	<u>Percentage of time</u>
Nil	

d) Describe special physical conditions leading to discomfort:

<u>Type</u>	<u>Percentage of time</u>
N/A	

e) Interpersonal Conditions: Check any of the following conditions, which are expected in the job, and give examples:

- High level of dissatisfied clients
- High level of emotional clients e.g. students having financial/personal problems
- Potential physical abuse from clients
- Regular critical deadlines e.g. short notice on workshop/travel schedules requiring booking of vehicles, obtaining supplies, payroll, hiring of contract employees, and high level of irregular critical deadlines.
- Constant interruptions e.g. telephone and walk-in clients
- Instructions from more than one source e.g. instructions from the Director and area staff
- Students or staff under work-related stress e.g. students with financial/personal problems

Examples in support of the above:

f) **Travel Required**

N/A

I. **Organization Chart**

IMMEDIATE SUPERVISOR'S POSITION

Title: Manager, Research and Scholarly Activity Services
Classification Level: 10

PEER POSITIONS: (all those reporting to the same immediate supervisor)

Title: Research Ethics Coordinator
Classification Level: 8

Title: Research Development Coordinator
Classification Level: 9

Title: Grant Facilitator and Research Engagement Coordinator
Classification Level: 9

Title: Laboratory Technician x2
Classification Level: 6

Title: First Nation Engagement Liaison
Classification Level: 7

PART III – SIGNATURES

I confirm that this describes the duties and responsibilities I require of an incumbent in this position and have reviewed the description with the incumbent (where applicable).

I have read the foregoing position description and understand that it is a general description of the duties and responsibilities assigned to the position I occupy.

.....
Dean/Director or Designate

.....
Incumbent

Date:

Date:

PART IV - QUALIFICATIONS

To be completed by the Dean/Director or designate

A. **Minimum Knowledge, Skills, and Abilities Required**

- Good knowledge of office practices and procedures
- Good knowledge of Banner software specific to their area's 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, and administrative skills
- Strong organizational ability, and ability to develop organizational systems.
- Excellent interpersonal and communication skills.
- 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

B. Licenses, Certificates Required - Give title and section of any legislation, regulations, or other authority where applicable.

- Administrative Assistant/secretarial certificate or equivalent work experience

C. Other skills and/or knowledge which may be desirable, but not necessarily essential to the performance of the position's duties.

Knowledge and experience in learning new computer applications

PART V – UNIVERSITY SIGNOFF

Comments:

I approve this position description as being representative of the work I require to be performed and that the responsibility levels identified have been delegated to this position.

.....
Director, Human Resources Services

.....
University President

Date:

Date:

FOR HUMAN RESOURCE SERVICES USE ONLY:

Evaluation Point Results:	
Knowledge and Skills:	92
Accountability:	30
Mental Demands:	20
Working Conditions:	0
Total Points:	142
Pay Level:	5