#### Trent University LogoOPSEU JOB DESCRIPTION

**Job Title:** Academic Administrative Assistant

**Job Number:** A-181 | VIP: 1250

**Band:** OPSEU-6

**NOC:** 1221

**Department:** Trent/Fleming School of Nursing

**Supervisor Title:** Manager, Trent/Fleming School of Nursing

**Last Reviewed:**  January 19, 2022

#### **Job Purpose:**

Reporting to the Manager, the Academic Administrative Assistant provides administrative and academic support for the academic operations of the School, specifically supporting the work of the collegial chair, program coordinators, faculty and instructors with both undergraduate and graduate programming. This position will work closely with the Academic Coordinator to support the academic operations and functions of the School, specifically with respect to coordinating and tracking enrolment and course demand. As well, this position will be part of the Front Line team, with a focus on faculty and instructor support and closely working with the Office Adminstrative Assistant to cover front reception duties.

#### Key Activities:

***Front Reception and General Office:***

1. Primary contact for collegial chair, program coordinators, faculty and instructors. Provides direction and guidance on academic, administrative and operational functions relating to the BScN and graduate programs (MScN, Diploma programs).
2. Provide back up to front reception and general office duties as required.
3. Assists and/or redirects students as required.
4. Responsible for general office duties, including filing, as required.
5. Addresses faculty, staff, student, parent, and public questions (e.g,. complaints, concerns, and general information).

***Administrative Support:***

1. Provides administrative support to Colleagial Chair and Program Coordinators.
2. Interprets School and University policies and processes, academic and administrative.
3. Supports Academic Coordinator in delivering departmental student support planning.
4. Responsible for document management and retention; develops, manages, and maintains paper and electronic filing systems specific to academic program needs as required.
5. Works closely with the administrative assistant in determining costs directly associated with running of department- operational costs and costs associated with departmental events.
6. Works with faculty to prepare and submit textbook orders and order desk copies of textbooks and supporting teaching materials from bookstore or publisher.

***Committee & Event Support:***

1. Provides administrative support to committees as required; level of support will vary from committee to committee. Specifically supports Curriculum Committee and Personnel Committee as well as others.
2. Works with members in the School to plan and coordinate events, specifically those at the departmental/academic level, e.g., open houses, summer orientation.
3. Works with Committee Chair to draft agenda and prepare documentation. Initiates call for agenda items, compiles agenda package, posts/distributes agenda package, sends meeting reminders.
4. Distributes invitations and/or circulates documents in advance.
5. Schedules meetings; books meeting space; arranges audio visual equipment; orders catering; arranges for parking; confirms final arrangements; provides Zoom links and website postings.
6. Drafts minutes for final approval.
7. Tracks follow-up and action items.

***TUFA and CUPE Support:***

1. Provides administrative support to the Collegial Chair for TUFA and CUPE recruitment and hiring processes.
2. Advises and ensures hiring processes and practices align with the relevant collective agreeemnts.
3. Supports the presonnel committee; drafts job postings; collects applications; manages hiring email account; corresponds with applicants and sets up interviews.
4. Assists with public talks, sends out invitations and books space.
5. Acts as point of first contact for orientation and for the provision of information on workplace, university policy, and support services for new, sessional and part-time faculty.
6. Requests accounts (email, Blackboard, phones, office keys, and photocopier) for new faculty/instructors; working closely with Academic Coordinator Assistant. Updates and provides instructions for guiding new employees to access and complete safety training.
7. Supports Collegial Chair with processes related to personnel decisions as per the collective agreement including reappointment, tenure, permanency, promotion and merit. Collects student feedback and colleague letters of support for each file under direction of collegial chair.
8. Assists with hiring and tracking of teaching support positions that may include Markers/Graders, Academic Assistants, Clinical Instructors, Workshop/Lab Demonstrators, GTAs. Assists with drafting of job postings, receiving and reviewing employment records prior to approval by program coordinators. Responsible for validating timesheets through VIP.
9. Coordinates reading courses with Program Coordinators. Responsible for prerequisite checking to determine is student qualifies for a reading course and reviewing associated syllabi prior to submitting for approval. Works with Administrative Assistant for ensuring reading course stipends are communicated to payroll.

***Timetabling/Scheduling, Course and Enrolment Management:***

1. Utilizes applications such as Colleague, and data management programs to provide faculty with material essential to their teaching (class lists, academic summaries etc.).
2. Works closely with Academic Coordinator and Program Coordinators to support timetabling and scheduling of courses in Peterborough and George Brown; supports scheduling of PN to BScN courses at George Brown.
3. Assists with enrolment monitoring, section needs and tracking of waitlists.
4. Coordinates evaluation of transfer credits and prerequisite waiver requests.
5. Maintains database of course offerings and enrolments.
6. Completion of foreign credential evaluation requests.

***Academic Support:***

1. Responsible for ensuring CUPE 1 members requesting Right of First Refusal (ROFR) are provided with criteria and sets up in-class visit. Tracks all ROFR information and ensures Program Coordinators are provided with updated list each term. Compile and submit teaching evaluation requests to program coordinators each term. Prepare and distribute all RFR status change letters. Prepare RFR summary report annually for HR and Union.
2. Responsible for administrative duties associated with Student Experience of Teaching Surveys (SETS), such as communicating deadlines, collecting and sharing results with Dean.
3. Responsible for communicating guidelines and deadlines for academic syllabi. Reviews and formats course syllabi. Assists faculty/instructors with online syllabus software. Reviews course syllabuses prior to review by Program Coordinators. Monitors and follows up with program coordinators on outstanding syllabi and or AODA and content issues.
4. Ensures each scheduled exam has an assigned invigilator and/or support. Responsible for the review, formatting printing and delivery of exams. Coordinates process and training for use of scantrons by faculty/instructors. Prints and distributes exam attendance forms. Responsible for communicating to all faculty exam regulations and acts as a point of contact for students who did not have the proper identification documents. Organizes the Department alternate exam date/time for students who have missed an exam, consults with course instructors for list of student attendees, and exam material needed, provides completed examination materials back to course instructors.
5. Responsible for maintaining and updating calendar copy for undergraduate and graduate programs. Works with the Manager, Academic Coordinator and Program Coordinators to ensure changes approved through Curriculum Committees and Senate are accurately reflected
6. General support of the Quality Assurance processes by assisting with cyclical review processes and any new programs developed within the academic unit, including attending workshop; collecting and compiling CVs and Course Syllabuses; assist with development and distribution of required surveys; drafts site visit schedule for external reviewers; arranges hospitality and transporation for external reviewers; and, manages meetings during site visit.
7. Maintains electronic files of School’s scholarships and awards; works with the Program Coordinators to determine lists of candidates for individual awards and prepares a summary of eligible students according to the award criteria. Notifies the award winners with a letter and the award (monetary or gift).

***Support of Graduate Programs – Master and Diplomas:***

1. Provides administrative support to graduate program directors.
2. Liaises with the School of Graduate Studies on behalf of the graduate programs .
3. Maintains lists of graduate students, graduate supervisory committees and alumni database (addresses, employment, etc.).
4. For GTAs - Updates and provides instructions for guiding new employees to access and complete safety training.
5. Assigns, and monitors timesheets throughout the term, and is responsible for payroll reporting.
6. Works with the program coordinators to produce the GTA course listing for approval; once approved posts on School’s website. Confirms GTA assignments and process hiring paperwork for the Graduate Studies Office.
7. Communicates with Graduate Studieswith regards to GTA hirings and confirming graduate student status when hiring markers/graders and academic assistants.
8. Other duties as assigned.

#### Education Required:

General Bachelor’s Degree (3 year) required.

#### Experience/Qualifications Required:

1. Two years of administrative experience.
2. Expertise in the use of standard word-processing and spreadsheet applications including Word and Excel, demonstrated ability to master new computer platforms; familiarity with web-authoring program
3. Excellent organizational skills and problem-solving skills with strong attention to detail.
4. Financial management experience including budget development and implementation.
5. Maturity, good judgement, tact, and the ability to maintain confidentiality.
6. Ability to work accurately in stressful conditions with multiple demands, tight deadlines, and changing priorities.