**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** AcademicAdministrative Assistant

**Job Number:** SO-273

**NOC:** 1241

**Band:** 6

**Department:** Anthropology and Forensic Science Graduate Programs
**Supervisor Title:** Graduate Director(s)

**Last Reviewed:** June 26, 2018

**Job Purpose**

Under general direction and with minimum supervision provides administrative services to the Director of the Anthropology Graduate Program, and the Director, Forensic Science Graduate Program, the graduate faculty, graduate students, graduate teaching assistants (GTAs), and the Director of the Trent University Archaeological Research Centre (TUARC).

**Key Activities**

1. Administers and co-ordinates the business of the two graduate programs, addressing faculty, student and public questions (e.g., complaints, concerns and general information), receiving, interpreting and conveying verbal and written information with clarity. Establishes and maintains electronic distribution lists to facilitate quick information dissemination.
2. Receptionist for the graduate programs including receiving and screening incoming calls and visitors, answering inquiries about program procedures and directing requests for appointments. Also answers students’ questions regarding admission and program requirements.
3. Provides administrative services to the Graduate Program Directors, graduate faculty, GTAs, and the Director of TUARC.
4. Liaises on behalf of the Graduate Programs with the Graduate Studies Officers, Dean of Graduate Studies, and their support staff.
5. Assembles graduate application packages and mails same to prospective students. Keeps records of enquiries for statistical reports.
6. Creates individual files for each graduate school applicant and each graduate student accepted into the program. Prepares a database for future statistics.
7. Maintains students’ confidential files and academic records. Provides administrative services to graduate students including their email accounts, requesting keys, LTD authorization, mailbox, arranging for office space, obtaining library privileges and administering their overhead budget accounts.
8. Maintains lists of graduate students, graduate supervisory committees and alumni database (addresses, employment, etc.).
9. Maintains files of Research and Conjunct faculty and research grant information of graduate faculty.
10. Makes changes to and submits the graduate and TUARC calendar copy.
11. Maintains graduate program operating budget and the graduate student overhead budget. Orders photocopy cards for graduate students and graduate faculty. Acts as purchasing agent for both graduate faculty and students.
12. Arranges yearly supervisory committee meetings with each graduate student and their committee members.
13. Co-ordinates master’s thesis defense, liaises with Masters candidates, their supervisor, committee members and external examiner to set date and time. Arranges travel, accommodation, and reimbursements for the external examiner.
14. Ensures proper forms are completed and signed. Assists with forms and paperwork related to student placements.
15. Maintains graduate computer lab and ensures that the lab is operational and equipment is functioning properly.
16. Liaises with graduate faculty and Director in the upgrading of equipment and software.
17. Prepares and assists in design of graduate poster/brochure for annual advertising.
18. Maintains the graduate website including design and creation as required.
19. Undertakes other office duties and tasks as requested by the Director of the Anthropology Graduate Program.

**Education**

General University Degree (3) year.

**Experience Required**

* Two years of general and one year of directly-related administrative office experience in an unstructured setting to demonstrate the ability to function under only general direction; or a reasonable equivalent combination of education and experience.
* Word processing/computer knowledge and experience necessary. Experience in Excel, Word and WordPerfect required.
* Excellent interpersonal and communication skills; comfortable working closely with faculty and graduate students.
* Excellent organizational skills and demonstrated ability to take initiative are essential; must be able to work independently.
* Website training or experience in design, development, and/or maintenance an asset.
* Some knowledge of Trent University and Trent’s Graduate Programs a definite asset.