**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Academic Administrative Assistant

**Job Number:** SO-406

**NOC:** 1241

**Band:** 06

**Department:** MA English Literature (Public Texts)

 MA History

 MA Theory, Culture and Politics

 PhD Cultural Studies

**Supervisor Title:** Director, English Literature (Public Texts) Graduate Program

 Director, History Graduate Program

 Director of Theory, Culture and Politics Graduate Program

 Director of Cultural Studies Graduate Program

**Last Reviewed**: June 11, 2015

**Job Purpose**

Under the general supervision of the Directors of the Cultural Studies, English Literature (Public Texts), History, Theory, Culture and Politics Graduate Programs, provides administrative assistance to the four Graduate Programs and any faculty who may be assigned.

**Key Activities**

1. Administers and co-ordinates the business of the four 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. Arranges appointments; screens calls in person and by phone; sends and receives faxes; answers routine correspondence, memoranda and e-mail with brief instruction; uses discretion when handling confidential material.
3. Develops, manages and maintains paper and electronic files and records for the four Graduate Programs (e.g., applications and academic records; course offerings, registration, and class lists) and, when requested, selects and compiles information and statistics from these records (student enrolment, audit data, staffing, teaching loads, class sizes, etc.).
4. Assists the Directors of the Graduate Programs in liaising with the Office of Research and the Office of Graduate Studies regarding policy and procedural matters and in communicating waivers, conditions, exceptions, etc. regarding particular students and circumstances.
5. Submits student grades and progress reports.
6. Assists in co-ordinating supervisory committees and internships.
7. Monitors space including graduate offices, resource material and equipment for the four Graduate Programs; monitors and maintains office supplies and equipment inventory.
8. Assists with timetabling, calendar copy, and information/promotional material (annual handbooks, brochures, posters, etc.).
9. Collects and sorts graduate student mail; manages collection and return of essays and photocopied material.
10. Assists in organizing Graduate Program events (i.e. visiting speakers, conferences, workshops, receptions, dissertation/thesis defences, etc.); room bookings, catering, special events bookings, etc.)
11. Develops and applies for funding through Trent University work Study Program TWSP program; participates in selection of candidates for TWSP office assistants; assigns and supervises the work of TWSP office assistants.
12. Monitors and updates the four Graduate Program websites under the supervision of their respective Directors.
13. Monitors and reports to the Director on a regular basis, on the program budgets Assists with expense claims for visiting speakers, external examiners and student research support while adhering to institutional policies for expense claims and purchasing.
14. Maintains de-humidifier in Page Irwin Room (required for protection of paintings, as part of the Trent Art Collection).
15. Other duties as assigned.

**Education**

University degree (general).

**Experience Required**

* Two years of general secretarial and administrative experience, including at least one year of directly-related experience in an academic office environment.
* Expertise in the use of standard word-processing and spreadsheet applications, including Word, Excel expertise in the use of the university database (Colleague), or demonstrated ability to master new computer platforms; familiarity with web-authoring programs.
* Maturity, good judgement; the ability to deal tactfully with faculty, staff and students; the ability to maintain confidentiality.
* Demonstrated skills in problem-solving, analysis and consultation. Ability to handle parallel priorities and projects. Demonstrated skill in interpreting policies and procedures.
* Demonstrated ability to apply instructions and take direction, to work independently and as a member of a team.

**Responsibility for the Work of Others**

*Indicate whether the incumbent is directly or indirectly responsible for the work of others. Provide the title of the position(s) as well as an example of how the incumbent is responsible for the work of others on a daily basis. Specifically, indicate whether the position has responsibility for hiring and supervision of student workers.*

Direct Responsibility

TWSP Student(s)