

NSCAD UNIVERSITY



POSITION TITLE:	ACADEMIC ADMINISTRATIVE ASSISTANT
SALARY RANGE:	Classification Group 5 (\$38,737 to \$43,455)
UNION:	NSGEU Local 82
DEPARTMENT/DIVISION:	Office of Academic and Research
HOURS OF WORK:	35 hours per week, 8 a.m. to 4 p.m. , Monday to Friday

Reporting to the Dean, the *Academic Administrative Assistant*, is responsible for providing support to the academic chairs and directors. The scope of this position encompasses several key functions: provides administrative support in the preparation and submission of reports, accreditations, planning documents to Senate, OAAR, and OSE; facilitates the efficient operations of the academic units; and ensures that students have a point of contact for program inquiries. This position reports to the Dean or, in the absence of a Dean, to the Academic Officer.

1. Assistant to the Chairs and Directors:

- Provides assistance to the Chairs offering guidance and confidential support to meet the objectives of the University.
- Drafts correspondence and prepares confidential documents on behalf of the Chairs. Provides excellent writing and proofreading skills for the Chair.
- Responsible for keeping the Chairs apprised of any academic matters, policy
- Coordinates Visiting Artist Travel and Accommodation under the direction of the Director of the ALG.

2. Administrative Duties:

- Compiles statistical information on behalf of the Chairs and Directors.
- Provides secretarial and administrative support for Chairs and Directors, including scheduling appointments, arranging meetings and general office operations
- Provides direction to other administrative staff contributing to the preparation of accreditation and planning documents.
- Maintains permanent records for the academic units of meeting minutes, including actions items, decisions, policies, motions.
- Collects and identifies agenda items for Divisional meetings, follows up on deferred items and action items.
- Liaises with Senate administrator to ensure efficient passage of information and motions.
- Hires models for classes. Maintains a list of models. Ensures instructors and chairs are aware of their responsibility for timesheets.

3. Miscellaneous Duties:

- Advises students on procedures complaints, or general inquiries about programming.
- Maintains calendar of extracurricular and academic events.
- As assigned by the Dean.

NOTE: These are the primary duties of the position; duties related to this job may be assigned from time to time as may become necessary to the operation of the University. This position description describes the

duties and responsibilities of the position as of March 3, 2019. Changing circumstances for the University may require modifications to positions and to position descriptions in the future

REQUIREMENTS:

- Two years of post-secondary education (college diploma) or equivalent training in business and /or executive assistant administration preferred.
- Five (5) years of related experience (preferably in an academic setting) or equivalent education and experience.
- Must possess an advance proficiency in general computer literacy and Microsoft Office programs.
- Ability to design and implement new and changing administrative systems.
- Excellent human relations skills.
- Independent judgment in areas of time management, task prioritization and decision-making.
- Proven ability to manage a large volume of work, conflicting priorities and deadlines.
- Knowledge of University Policies and Procedures.
- Exceptional verbal and written communication ability.
- The incumbent must enjoy working in a very busy environment and be prepared to deal with frequent interruptions.

APPLICATION PROCESS

Applications should be sent to Human Resources via email to careers@nscad.ca. Applications should include a cover letter and detailed CV.

Deadline: Review of applicants will begin on **April 12, 2019** and continue until the position is filled.

All qualified candidates are encouraged to apply; This position is being advertised internally and externally concurrently. Bargaining unit employees for NSGEU Local 82 are given first consideration followed by Canadian citizens and permanent residents of Canada. NSCAD University is committed to employment equity and values a diverse and inclusive workplace. NSCAD appreciates all applicants, however only those selected for an interview will be contacted.