

## **Administrative Assistant**

Location: Kelowna, BC - UBC Okanagan

Employment Group: Exec.Admin (Non-union)

Job Category: Non Union Secretarial

Classification Title: Admin Assistant 3

Business Title: Admin Assistant 3

VP/Faculty: UBCO-Provost&VPncplAcdmc

Department: UBCO-OfcProvst&VPncplAcdmc

Salary Range: \$43,465.00 (minimum) - \$48,294.00 (midpoint) - \$53,123.00 (maximum)

Full/Part Time: Full-Time

Ongoing: Yes

Desired Start Date: 2019/04/01

Funding Type: Budget Funded

Application deadline: March 30, 2019 or until the position is filled

Available Openings: 1

Guiding principle: "Midpoint" of the hiring salary range means the individual possesses full job knowledge, qualifications and experience.

### **Job Summary**

Provides confidential secretarial, operations and administrative support to the members of the Okanagan campus Office of the Provost, which includes the Provost and Vice-Principal Academic ("Provost"), Associate Provost, Enrolment and Academic Programs ("Associate Provost, EAP") Associate Director Campus Internationalization, Director Flexible Learning and their direct reports (collectively the "Office of the Provost Team"). May contribute to supporting other units in the Provost Portfolio under the direction of the Executive Administrator.

### **Organizational Status**

Reports to the Executive Administrator to the Provost and may receive direction from the other members of the Office of the Provost Team in alignment with defined job responsibilities. Liaises with the senior executive on the Okanagan campus offices and their staff, other direct reports of the Provost, university departments, external agencies, and others as required.

## **Work Performed**

### **Administrative support for Associate Provost, EAP:**

- Manages time and commitments of the Associate Provost, EAP, assessing requests for and scheduling meetings in alignment with the portfolio's goals and objectives; exercises judgment as to the best use of the Associate Provost's time, consulting with the Executive Administrator and other Provost Team members as appropriate.
- Provides support for academic unit reviews and searches under the direction of the Executive Administrator. This may include coordinating scheduling, collecting and compiling confidential notes and documents and acting as a point of contact for reviewers, committee members and/or candidates before, during and after the event.
- Manages logistics associated with strategic committees (as designated by Executive Administrator in consultation with the Provost and Associate Provost, EAP) including coordinating meetings, preparing meeting agendas, materials and minutes/notes and following up on action items arising from meetings as appropriate, liaising internally as needed.

### **Scheduling and event support**

- Schedules meetings for the Provost Office Team, ensuring that all logistical details are arranged, including booking rooms, IT support and catering if appropriate. Ensures that meeting room and technologies (videoconference, Skype meeting rooms, etc.) are operational for all local and remote participants.
- Plans and coordinates events and various functions on behalf of the Provost Office Team (e.g., retreats, seminars, town halls, and workshops). This includes determining and booking venues, arranging catering, managing and tracking invitees and supporting the development of documentation (print and web). Liaises within UBC Okanagan (e.g., Ceremonies, University Relations) and externally as needed for scheduling, event promotion and provision of printed materials.
- Determines metrics and evaluates event effectiveness in consultation with event owner.

### **Committee and Academic Initiatives Support:**

- Tracks committee membership, developing and maintaining databases relating to all committees associated with Office of the Provost Portfolio
- May provide committee/working group support (attending and preparing meeting notes and action items, following up as needed) as time permits and at the direction of the Executive Administrator (as designated by Executive Administrator in consultation with the Provost and Associate Provost, EAP).
- May support academic initiatives by providing logistical and project coordination, including compiling and analyzing data, summarizing findings and preparing reports.

## **Office Operations**

- Provides reception and front-line customer service support to Provost Office visitors.
- Responsible for efficient day-to-day operations of the Office of the Provost, including ensuring mail, phone calls, appointments and materials are appropriately and expeditiously handled, utilizing appropriate judgement in all actions, handling or routing requests appropriately. Maintains and orders all supplies, liaising with IT, Security and service contractors (e.g., photocopier).
- Responsible for file management (paper and electronic) for the Office of the Provost.
- Maintains and updates lists, databases and reports, spreadsheets
- Completes purchase orders (POs), payment of invoices to vendors, processing of travel and expense claims, etc. using the Online Payment Tool (OPT) or equivalent.
- Reconciles finances for UBC VISA cardholders in the Provost Office.
- Processes journal vouchers, honorariums, cash receipt deposits, etc. for submission to Finance.
- Reviews office supply invoices for accuracy (i.e. copy/printing, telephone).
- Monitors and tracks Provost Office expenses.
- Makes travel arrangements for all members of the Provost Office.
- Prepares and submits all related human resource forms for the department, such as appointment forms, change of status forms, and time sheets for staff.
- Files and maintains the department's confidential records.

Other duties as required.

## **Supervision Received**

Must be highly self directed, taking initiative, working independently under the general direction of the Executive Administrator to the Provost. Responsibilities are defined by Office of Provost's needs and goals. Performance will be evaluated against set objectives.

## **Supervision Given**

No supervision of others required.

## **Consequence of Error/Judgement**

Programs conducted by the Office of the Provost on behalf of the University are very public and often very sensitive. The financial and moral responsibility to the University and to business partners is

significant. This position requires a high degree of discretion, judgment and initiative. Lack of judgment could lead to embarrassment to UBC and its senior administration.

Work is often completed within tight deadlines, requiring the incumbent to perform well under extreme pressure. The incumbent must demonstrate excellent public relations and interpersonal skills in dealing with a diverse range of offices and organizations. Errors in judgment could have a serious impact on the University's reputation, relationship with government and the general public, and on the Office of the Provost's credibility with internal and external stakeholders

### **Qualifications**

University degree and relevant work experience or an equivalent combination of education is preferred. High School graduation and two years post-secondary education is required. 4 years related experience or the equivalent combination of education and experience. Proven administrative experience in a large and complex organization. Must have highly developed verbal and written communication skill. Sensitivity with respect to the importance and diversity of the University's internal environment, and familiarity with a university environment, including structures and systems administration is an asset. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to be thorough, accurate, and have a high level of attention to detail. Ability to prioritize and work effectively under pressure to meet deadlines. Must be highly proficient in word processing, spreadsheet, presentation, project planning, and scheduling applications. The incumbent must demonstrate a high degree of professionalism and possess excellent public relations and interpersonal skills in dealing with a diverse range of offices and organizations. Requires specialized knowledge of university policies, protocols, and procedures, knowledge of office systems. Must have strong organizational and planning skills. Must be flexible and adaptable to quickly changing landscape. Ability to prioritize and seek clarification when uncertain.

Equity and diversity are essential to academic excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

All qualified candidates are encouraged to apply; however Canadians and permanent residents will be given priority.

### **How to apply**

If you are interested in this position, please apply through the UBC Careers page: <http://www.hr.ubc.ca/careers/> (staff openings, job ID: 33130)