POSITION SUMMARY
QUEEN'S UNIVERSITY – GENERAL STAFF

POSITION TITLE: Health Promotion Assistant

DEPARTMENT: Health, Counselling and Disability Services

POSITION NUMBER: 00500950

GRADE: 3 **EFFECTIVE DATE:** June 20, 2013

JOB SUMMARY:

The Health Promotion Assistant provides reception and secretarial support for the Health Promotion unit of Health, Counselling and Disability Services, supporting the Co-ordinator of Health Education / Health Promotion and the Peer Health Outreach Coordinator. This includes administrative support for the various Health Promotion peer volunteer programs.

KEY RESPONSIBILITIES: (list the major duties and responsibilities)

- Perform receptionist duties which include answering the phone and greeting walk-in visitors to Health Promotion and / or Counselling services, providing basic information, taking messages, and redirecting enquiries to appropriate individuals as required.

- Provide general administrative support for Health Promotion, including document formatting, tracking project/program activity, entering evaluation data, assisting with travel arrangements, and compiling material for year-end reports.

- Prepare and distribute correspondence, resources, and promotional material. This includes copying, ordering supplies, assembling, labelling, preparing cover letters, organizing materials and electronic correspondence on behalf of Health Promotion.

- Prepare and distribute campaign material (i.e. posters, tent cards, handouts), promotional items (i.e. pamphlets, pens, magnets) or workshop supplies. This may involve packing and delivery of boxes with supplies, and walking/travelling to other on-campus locations to drop off or pick up light packages.

- Assist with accounting / bookkeeping for the Health Promotion unit, including reconciling accounts, organizing receipts, invoices and travel expenses, collecting & reviewing timesheets, reporting errors/inaccuracies to the Co-ordinator, and directing required material to HCDS Budget officer for processing.

- Provide administrative support for workshops and events, including communication with workshop stakeholders, tracking registration and documenting attendance, co-ordinating logistics, compiling evaluation forms, entering data.

- Liaise with representatives at each workshop location to facilitate required supplies. Ensure workshop materials arrive and are stored securely at on-campus workshop locations (materials may be in the form of cooking equipment/utensils and supplies).

- Schedule appointments and presentation requests for the Health Promotion unit.

- Organize and maintain Health Promotion supply and storage room.

- Undertake other duties as delegated in support of the unit or department.

REQUIRED QUALIFICATIONS: (includes formal training and experience)

- One-year post-secondary program in office administration or secondary school diploma with knowledge of basic office practices, Microsoft Office Suite, or basic bookkeeping/accounting procedures, with previous office experience in a related area.
- Awareness of and respect for the confidentiality and sensitivity of issues in a professional environment.
- Consideration will be given to an equivalent combination of education and experience.

SPECIAL SKILLS:

- Interpersonal and communication skills (oral and written) to perform reception duties and deal with a wide variety of individuals from within the University and the general public.
- Ability to learn new software packages.
- Ability to work in a busy environment, and to deal calmly and compassionately with individuals in distress.
- Knowledge of, and interest in, healthy meal planning.
- Awareness of diversity, disability and accessibility issues.
- Service oriented perspective, with an appreciation for a volunteer-driven environment.
- Attention to detail and accuracy, organizational and time-management skills, and ability to maintain focus despite frequent interruptions.

DECISION MAKING:

- Prioritize work.
- Respond to general inquiries, and make decision to redirect or refer to more senior staff if necessary.
- Allocate expenses to appropriate account code in accordance with standard practices.
- Decide what format best suits a particular document and how the information should be presented.

SIGNATURES:

	Date
Incumbent	
Manager	
Department Head/Director or Designate	