POSITION SUMMARY

QUEEN'S UNIVERSITY - GENERAL STAFF

POSITION TITLE: Administrative Assistant to the Dean
DEPARTMENT: Faculty of Engineering and Applied Science
POSITION NUMBER: 00501352
GRADE: 7 EFFECTIVE DATE: January 10, 2014

JOB SUMMARY:

Reporting directly to the Dean, the Administrative Assistant (AA) is responsible for providing a broad range of administrative and organizational support to the Dean. The incumbent must function with an exceptional level of accuracy, good judgment and efficiency. This is a highly visible and responsible position with significant overall impact on the effectiveness and reputation of the Faculty. The incumbent works closely with the Advancement Team to coordinate the Dean's involvement in advancement and fundraising initiatives. The Administrative Assistant serves as a liaison with a number of stakeholders within the University Community, and the engineering profession, including National Committee of Deans of Engineering and Applied Science (NCDEAS), Committee of Ontario Deans of Engineering (CODE), Engineering Canada, various levels of provincial and federal government, and top ranking executives in industry.

KEY RESPONSIBILITIES:

- Provide administrative support to the Dean of Applied Science. The incumbent is responsible for planning, organizing and maintaining the Dean's busy and complex seven-day-a-week schedule. This involves prioritizing, rearranging and deferring appointments and meetings to accommodate the Dean's numerous commitments. The AA is responsible for responding to numerous enquiries on behalf of the Dean internally and externally with limited direction from the Dean. The incumbent is responsible for managing the majority of the Dean's travel; planning trips and coordinating itineraries, ensuring that the Dean is properly prepared and briefed for meetings, speeches and other engagements and for processing travel reimbursements.

- Ensure the timely flow of information related to the Dean's portfolio. Searches out topics of interest to the Dean. Reviews reports and disseminates information to stakeholders. Ensure an effective system to bring forward documents and correspondence for reply, agenda items for meetings, reports for comment or dissemination. Composes original correspondence for the Dean's signature on a wide spectrum of matters. This often involves sensitive and confidential correspondence.

- Serves as Secretary to the Applied Science Faculty Board. The Secretary provides advice and formulates recommendations to the Dean and Chair of Faculty Board on governance issues, procedures, policies, rules of order, drafting motions, and is considered the Faculty authority on such matters. The Secretary is responsible for preparing reports and agendas for the monthly meeting of Faculty Board, taking minutes and circulating final minutes to all members of Faculty

Board. These minutes serve as the official record of proceedings. The incumbent is also required to follow the meetings of the Committee of Heads to ensure any carry forward items that require further action either by the Applied Science Faculty Board, Senate or Board of Trustees are carried out. The Secretary oversees the work of the Committee Assistant who supports the logistics of the Board and its standing committees.

- Is the primary contact with Campus Security on security, crisis or emergency matters. Ensures that the Dean, Associate Deans and Director of Finance and Administration are briefed as appropriate and in a timely manner. This may involve making discreet inquiries and investigations into sensitive and confidential circumstances on behalf of the Dean.

- Coordinates the annual budget and staffing process. This entails ensuring material submitted from various contributors are received on time, proof reading and formatting the document using sophisticated computing skills and ensuring the flow of the document meets the format requested by the VP Academic, while ensuring the deadline for submission is maintained.

- Manages the Faculty's annual merit program for academic and senior non-academic staff by disseminating and collecting the required information from department heads and monitoring the assignment of merit by the Dean to ensure allocation stays within prescribed limits and information required under the Collective Agreement is provided.

- Assists the Dean with special projects as assigned.

REQUIRED QUALIFICATIONS:

- Three-year college diploma in business administration with at least five years of experience in a senior administrative environment
- Extensive knowledge of University policies, procedures and organizational structure.
- An equivalent combination of education and experience may be considered

SPECIAL SKILLS:

- Excellent organizational skills required in order to coordinate the activities of this position as well as the activities of the Dean.
- Ability to work in a confidential, high-pressure environment, to set priorities and juggle many conflicting tasks.
- The ability to take initiative and to work independently and maintain a professional detachment while being approachable.
- Excellent communication (both verbal and written) and interpersonal skills.
- Proof reading skills with emphasis on attention to detail.
- Ability to respond diplomatically and sensitively using good judgment in difficult situations, and to interact professionally with all levels internal and external to the University who interact with the Office of the Dean.
- Advanced administrative skills. Proficient in the use of word processing, spreadsheet, and database software. Ability to adapt to the implementation of new technologies.
- Ability to acquire new knowledge and keep informed and up to date on changing policies and attitudes within the University and appropriate government agencies and regulatory bodies.

- Project management skills as required.

DECISION MAKING:

- Decide who should be granted access to the Dean and the priority of access. Determine when to involve the Dean and when to act on one's own initiative.
- Determine the nature and content of briefing notes, reports, and other information used to advise and prepare the Dean. Determine nature and content of correspondence for the Dean's signature.
- Determine the best approach in meeting non-negotiable deadlines including who should be called upon to provide timely supplemental support. Decide if the nature of new information requires further action or a change in direction or strategy. Verify accuracy of information and its distribution, and for sensitive or confidential information, who should receive it, and in what format.
- Decide on the most effective way to maintain vigilance on activities involving the Dean or the Faculty's reputation that are organized by others.
- Determine the nature, content and method of presenting data gathered during information searches.
- Provide advice to the Dean and Chair of Faculty Board and determine the correct protocol and decorum for managing the business of the Faculty Board, the content of agenda, order of business, minutes and reports, briefing of invited speakers and guests, the nature and content of advice and governance solutions and formation of policy and recommendations to go before the Board.
- Determine the most effective approach when making enquires on behalf of the dean that relate to stressful and sensitive (confidential) situations.
- Deciding the most appropriate and efficient arrangements for travel for the Dean, maximizing the use of the Dean's time and ensuring the best use of University funds.
- Decide on assignment of workload for work bursary students and interns.
- Determining when there is a need to involve the Dean, Associate Deans and Director of Finance and Administration.

SIGNATURES:

Date

_____ _____

Incumbent

_____ _____

Manager

_____ _____

Department Head/Director or Designate