# POSITION SUMMARY QUEEN'S UNIVERSITY - GENERAL STAFF

POSITION TITLE: Events Coordinator/Office Assistant

DEPARTMENT: Chemical Engineering

POSITION NUMBER: 00126861

GRADE: 5 EFFECTIVE DATE: March 27, 2014

### **JOB SUMMARY:**

Reporting to the Department Manager, the incumbent is responsible for coordinating events that promote the Department of Chemical Engineering, or special events and functions that are part of the normal routine operations of the Department. The incumbent will also be responsible for the day to day processing of the department's projects and Technology, Engineering and Management (TEAM) financial transactions and providing office support to the Financial Assistant, Graduate Program Assistant and Undergraduate Program Assistant.

## **KEY RESPONSIBILITIES:**

Coordination of Departmental Events:

- ➤ Coordinate annual and special events that promote the department, or are part of the normal operations of the departmental programs. Such duties would include but are not limited to; initiating, preparing and determining content of all promotional material such as posters, banners, booklets, invitations, etc., web page updating involves determining layout, content, and links; room bookings (internal and external), layout, setup and cleanup, determining and booking restaurants/catering services (internal or external), travel/accommodations, schedule meetings, etc.
- In consultation with the Department Manager the incumbent establishes budgets for special events; monitors budget and expenses; makes decisions based on available funding or recommendations when additional funding is required.
- ➤ The annual events include: new undergraduate student orientation, homecoming events including department open house, reception(s), open house

for prospective non-Queen's students and parents, orientation programs for prospective undergraduate students for both Chemical Engineering and Engineering Chemistry programs, coordination of field trips and department social events.

- ➤ Examples of special events include departmental curriculum and planning retreats, internal or external conferences organized by faculty, department graduate and external speaker seminar programs, accreditation visits, cyclic reviews, and workshops, seminars, visitor itineraries and lectures, and student industrial field trips.
- ➤ Maintains complete responsibility of Chemical Engineering's corporate travel card for all entertainment/business expenses.

## Office/Financial Support:

- Administers the fee collection for the Undergraduate Computing Facility (UCF) access system to allow undergraduate students access into the department's computing facility. Deposits and reconciles the financial reports for the fee collection.
- ➤ Manages and reconciles all departmental monthly long distance and fax billings.
- ➤ Manages and keeps inventory of all keys and equipment. Issues keys to students and researchers for lab access at the written request of faculty and/or management.
- ➤ Coordinate travel and accommodation in support of team groups and external visitors to the department.
- ➤ Works closely with the Financial Assistant managing the Technology, Engineering and Management course (TEAM). Ensures that the "work/education placement agreement" forms are completed and signed prior to company site visits by students. Informs students of university policies pertaining to safety and security policy, etc. Assigns TEAM space, fax/phone authorization codes.
- ➤ Works closely with the Financial Assistant managing internal or external conferences organized by professors.
- ➤ Responsible for ensuring that all Faculty, Staff, Researchers, Post-doctoral Fellows and Graduate Students have WHMIS training and have completed the required lab safety documentation.

- ➤ Signs for all deliveries and handles the shipping and receiving of supplies, equipment, chemicals and hazardous substances. Ensures that the correct paperwork is completed for returned goods, shipments out of country and deals directly with courier companies for custom clearance on supplies and equipment.
- ➤ Maintains sign in/sign out of departmental audio visual equipment (i.e. in-focus projectors, laptops, digital camera and video camera) and ensures all equipment parts are complete and in working order upon return.
- Assists the Undergraduate Program Assistant and the Graduate Program Assistant in handling such tasks as: notifying and ensuring that faculty complete the on-line textbook orders, coordinating and delivering exams, booking classrooms, etc.
- ➤ Updates events on departmental web pages and expand links to and from the home page as directed. Designs and creates forms/invites/flyers etc., and decide on document content and format.
- ➤ Performs office/receptionist duties and undertakes other duties as assigned.

## **REOUIRED OUALIFICATIONS:**

- ➤ The completion of a two-year post-secondary program in office administration. Consideration will be given to an equivalent combination of education and experience.
- Previous experience in a responsible administrative position would be considered an asset.
- Basic bookkeeping skills
- Event planning experience

### **SPECIAL SKILLS:**

- ➤ Diplomacy and tact in dealing with visitors and guests to the department's annual and special events.
- ➤ Accuracy and attention to detail in coordinating and managing complex events involving Queen's and non Queen's people, much of which reflects back on the department.
- ➤ Requires highly developed organizational and time-management skills because of the many different events, frequent interruptions and conflicting priorities.
- ➤ The incumbent must possess excellent communication and interpersonal skills to interact with a wide variety of people in many different contexts.
- ➤ Ability to take initiative and work independently, with minimal supervision
- Perform basic financial and accounting duties

- ➤ Proficient with Microsoft Windows Environment; Microsoft Office (Word, Excel, Access, PowerPoint), database applications and web navigation. Working knowledge of the University systems
- ➤ Ability and willingness to adapt to new technology

### **DECISION MAKING:**

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- ➤ Determine the logistics, protocols and final touches for coordinating and promoting annual and special events
- Establish and monitor the budget and expenses associated with events
- > Determines when and what recommendations are necessary to request additional funding for special events
- ➤ Determine content and layout of promotional material and correspondence for all events
- > Set priorities and determine which events requires the most attention at any given time
- Prioritize work and time and decide most important tasks among several to meet deadlines
- Decides on best method to respond to general inquiries from students, staff and faculty to ensure inquiries are handled promptly and redirects inquiries when necessary

SIGNATURES:	Date:
Incumbent	
incumbent	
Manager	
Department Head/Director or Designate	