POSITION SUMMARY

QUEEN'S UNIVERSITY - GENERAL STAFF

POSITION TITLE:	Staffing Assistant		
DEPARTMENT:	Faculty of Health Sciences		
POSITION NUMBER:	00501638		
GRADE:	6	EFFECTIVE DATE:	June 23, 2014

JOB SUMMARY:

Reporting to the Senior Staffing Officer, the Staffing Assistant is responsible for providing administrative support to the Executive Vice-Dean and to the Senior Staffing Officer as it relates to the academic appointment, reappointment / renewal, tenure and promotion processes for faculty members, and to headship search and review committee processes including search and review committees for vice-deans, associate deans, directors and chair holders. The incumbent is responsible for auditing of faculty-related information in the Human Resources module of the PeopleSoft ERP system, running queries from the PeopleSoft ERP system, and entering data into and maintaining the Faculty personnel database and the joint KGH-Faculty Physician database. The incumbent also serves as back-up to the Administrative Secretary / Staffing Assistant in the provision of confidential administrative and secretarial support to the Executive Vice-Dean and providing back-up to the Receptionist as required. The incumbent is expected to act with initiative, make decisions independently, work collaboratively and consult with senior staff as required. This position requires the incumbent to maintain a high degree of confidentiality, tact and discretion.

KEY RESPONSIBILITIES:

- Provide support to the Senior Staffing Officer by:
  - Assisting with the confidential administration related to the appointments, reappointments / renewal, tenure, promotion and academic / sabbatical leave processes governed by the Collective Agreement for QUFA members and the Senate policies for clinical faculty, providing support and awareness of policies that impact these roles.
  - Preparing routine correspondence for signature by the Executive Vice-Dean / Dean or Provost and Vice-Principal (Academic) relating to appointment and reappointment for Adjunct (Group 1), Term Adjunct and cross-appointed faculty, recommendation for hospital medical staff privileges, and other letters of appointment.
  - Liaising with and advising departmental administrative staff on a variety of academic processes such as headship search and review committee processes and the administration of the Renewal, Tenure and Promotion process.
  - Verifying academic data forms to ensure accuracy prior to obtaining required signatures and forwarding to Human Resources.

  - Processing template-based hires and entering profile management information in the Human Resources module of the PeopleSoft ERP system.
  - Coordinating search / review committees and external reviews by scheduling and organizing committee meetings and site visits for external reviewers and for candidates, including individual meetings with various stakeholders from the University and Health Sciences communities. The incumbent will serve as committee secretary for headship review committees including assembling relevant documents for circulation, taking and transcribing minutes, drafting the final report of the Committee, and preparing the associated correspondence for the Provost's signature.
  - Maintaining personnel and official files for all full-time and adjunct faculty members, both QUFA and clinical, including the archiving and / or disposing of files under the University's provision for file retention.
  - Undertaking other duties, as directed, in support of the staffing and administrative functions of the Faculty.

- Audit faculty-related information in the Human Resources module of the PeopleSoft ERP system and interact regularly with the Human Resources Client Service Team to ensure accuracy of the employee records in the system.

- Run queries as required from the Human Resources module of the PeopleSoft ERP system and ensure the reports that are produced reflect accurate information.

- Input and extract data from the Faculty personnel database and from the Hospital-Faculty Physician joint database for various administrators including the Executive Vice-Dean, Senior Staffing Officer, Heads of Departments, Hospital officials and others.

- Liaise with others in the Faculty of Health Sciences, within the University and with outside agencies. Respond to inquiries from faculty members, departmental personnel and Heads of Departments / Directors of Schools. Research or synthesize answers to solve problems where possible and answer questions as they arise.

- Serve as back-up to the Administrative Secretary / Staffing Assistant by assisting with the provision of high level administrative support to the Executive Vice-Dean as required. Support will frequently involve highly confidential and sensitive subjects / issues, including those related to labour relations. Administrative support can include:
  - Initiating, preparing and distributing confidential correspondence; screening and directing telephone calls, e-mail and mail; scheduling, prioritizing and coordinating meetings.
  - Initiating and preparing original correspondence for the Executive Vice-Dean's signature on a wide spectrum of complex matters and for signature by the Executive Vice-Dean / Dean and / or Provost and Vice-Principal (Academic) relating to academic appointments and hospital medical staff privileges.
  - Ensuring the Executive Vice-Dean is properly prepared for conferences, appointments, events and meetings by researching, compiling and analyzing documentation and files from a variety of sources in a timely manner regarding significant aspects; maintaining effective systems to bring forward necessary documents.

- Ensuring necessary follow-up is completed on behalf of the Executive Vice-Dean.
- Serving as a resource or contact person for the Executive Vice-Dean by responding to inquiries via telephone, e-mail and in-person, as well as keeping the Executive Vice-Dean advised and aware of important matters requiring attention.
- Preparing agendas and ensuring reference materials are distributed in advance of all meetings. Attending and taking minutes / notes at meetings as required, including for confidential labour issues involving staff and / or faculty.
- Supporting the work associated with projects assigned to the Executive Vice-Dean by conducting research on specific topics and compiling, organizing and analyzing data required for both internal and external use.
- Arranging and coordinating all travel logistics and accommodation as required.
- Developing and managing distribution lists and listservs.
- Maintaining topical as well as chronological files for the Executive Vice- Dean.

- Provide back-up to the Receptionist as required.

REQUIRED QUALIFICATIONS:

- Two years of post-secondary education in business administration with several years of relevant experience.
- Previous experience working with a variety of software programs and databases. Accurate keyboarding skills. Experience using an on-line file sharing resource (*e.g.* QShare) is an asset.
- Previous secretarial experience.
- Consideration will be given to an equivalent combination of education and experience.

SPECIAL SKILLS:

- Excellent interpersonal and communication skills.
- Excellent judgment in dealing with highly confidential material and issues.
- High degree of initiative and ability to work both independently and as part of a team.
- Ability to work well under pressure and to respond to tight deadlines.
- Ability to pay attention to detail with high degree of accuracy when inputting data.
- Ability to exercise tact, discretion and diplomacy while dealing with a wide variety of people.
- Organizational skills.
- Analytical, interpretive and problem solving skills.
- Computer skills including word processing, familiarity with database applications, data retrieval and willingness to learn new software programs as required and ability to keep up with changing technology.

DECISION MAKING:

- Prioritize work and time and decide most important tasks among several to ensure that work is completed in a timely fashion and that deadlines are met.
- Resolve scheduling conflicts in the calendar of the Executive Vice-Dean by determining priorities to juggle conflicting appointments.
- Determine when to respond to routine inquiries and when to direct inquiries to an appropriate person or escalate issues for resolution. Determine the sensitivity of a request/inquiry and decide when to refer the matter to the Executive Vice-Dean.
- Identify when data that is received for input is incorrect and refer it to the appropriate person for correction.
- Determine most appropriate content and formatting of correspondences and reports for the signature of the Executive Vice-Dean.
- Determine nature and content of briefing notes, reports and other information used by the Executive Vice-Dean.
- Make recommendations regarding administrative procedures; suggest and help implement changes.

SIGNATURES:

Date

_____ _____

Incumbent

_____ _____

Manager

_____ _____

Department Head/Director or Designate