

Admin Assistant, Career Services

At UBC, we believe that attracting and sustaining a diverse workforce is key to the successful pursuit of excellence in research, innovation, and learning for all faculty, staff and students. Our commitment to employment equity helps achieve inclusion and fairness, brings rich diversity to UBC as a workplace, and creates the necessary conditions for a rewarding career.

Job Summary

Provides administrative support for the Career Services Office (CSO) at the Peter A. Allard School of Law (Allard Law). Serves as the main CSO contact for students, alumni, faculty, legal employers & members of the legal profession by providing information and advice on a range of events and services. Creates and maintains the CSO's various resources, in-house databases and reports, and website presence. Organizes CSO events. Supervises student administrative assistant.

Organizational Status

Reports to the Assistant Dean, Career Services, and takes direction for Career Services staff.

Work Performed

Career Services Office Support

- Prioritize and respond in a timely fashion to routine, complex and confidential enquiries from students, alumni, faculty, legal employers, and members of the legal profession; exercising discretion and judgment to redirect enquires to the Assistant Dean, other staff, and other business units where appropriate
- Develop and maintain professional relationships with stakeholders, including legal employers and organizations, for the purposes of upholding and enhancing the CSO's profile within the legal community
- Oversee and coordinate the CSO's phone, e-mail account, and team calendar, including scheduling meetings and appointments, identifying and communicating high priority requests, and coordinating with individual staff schedules; make changes and updates as necessary and provide feedback for improvements as required
- Create and proofread various materials for distribution to students, alumni, and the broader legal community, including marketing and communications materials
- Organize and collate the CSO's content for a weekly e-newsletter distributed to Allard Law students
- Performs financial duties such as monitoring and reporting on monthly budget expenditures, monthly budget reconciliations, processing all expenses and payments relating to CSO events, including independently liaising with Allard's Finance department, external vendors, and employers to address any payment-related inquiries and ensure timely and accurate processing of payment, and preparing and submitting monthly GST reporting to Allard Law's financial department
- Lead the CSO's front office via general administrative duties, including arranging meetings, drafting communications, electronic and paper filing, ordering supplies, and occasionally lifting boxes
- Participate and provide feedback relating to CSO's strategic planning process

Resource Support

- Oversee and update the CSO's website, 12Twenty (Allard Careers & Events (ACE)), including employer, student, and alumni profiles, and document library
- Oversee and update the CSO's electronic and print-resources, as well as the CSO's Career Resource Centre

- Train and supervise CSO Student Administrative Assistant, including delegating and overseeing tasks and responsibilities, providing instruction and guidance, and providing performance feedback to the Assistant Dean, Career Services regarding performance
- Assist with recruitment and hiring of CSO Student Administrative Assistant position, including reviewing applications, conducting interviews, and decision making with the Assistant Dean, Career Services

Student Advising Support

- Provide immediate and, when required, discrete responses to student questions regarding CSO resources and advice; utilize judgement and discretion in redirecting enquires to the Assistant Dean, CSO staff, or other staff where appropriate
- Generate monthly reports tracking CSO Appointment and Usage

Event Support

- Organize, coordinate and provide on the ground direction for the CSO's multiple and concurrent events from inception to tear down, including information sessions, panels, workshops, mock interviews, on-campus interviews (typically involving 100+ students, and 1000+ individual interviews, over a 3-day period), and career fairs/forums (typically involving 100+ students and 30+ legal employers/organizations)
- Act as primary first point of contact for external vendors, employers, students, and other parties as it relates to the CSO's events
- Oversee and maintain the CSO's event calendar, and input CSO events on the Faculty calendar
- Coordinate event communication, both internal (may be via SISC) and external
- Organize and coordinate student volunteers for CSO events
- Create, distribute, and analyze event feedback surveys

Communications

- Provide input to and support outreach and engagement strategies for the Career Services office as needed
- Provides input to and support writing content for Career Services communications strategies
- Create posters and other promotional materials for CSO events and programming
- Communicate with Careers Committee representatives to coordinate and support event promotion

Performs other duties related to the qualifications and requirements of the job

Consequence of Error/Judgement

This position represents the Allard School of Law in its dealings with faculty; staff; students; alumni; donors and the community at large. This role requires the successful candidate to exercise a high level of tact and diplomacy. The candidate is expected to take initiative to establish priorities, using a high level of judgement to juggle multiple and competing deadlines to carry tasks through to completion.

Failure to exercise proper judgement can adversely impact the reputation of students, alumni, the CSO, Allard Law, the University, and external stakeholders. Failure to properly manage and respond to industry demands and employer feedback can adversely impact the number and quality of employment opportunities for Allard Law students and alumni, and weaken the Faculty's relationships with employers. Failure to exercise proper judgement can adversely impact the reputation of the Allard School of Law community and the wider university.

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Supervision Received

Works independently under limited supervision of the CSO's Assistant Dean, Director, and Public Interest Coordinator. Works independently to complete tasks.

Supervision Given

Oversees work of student Admin Assistant.

Minimum Qualifications

High School graduation, plus a two year post-secondary diploma, plus four years of related experience, or an equivalent combination of education and experience.

Willingness to respect diverse perspectives, including perspectives in conflict with one's own
Demonstrates a commitment to enhancing one's own awareness, knowledge, and skills related to equity, diversity, and inclusion

Preferred Qualifications

High School graduation and 2 years post-secondary education.

Training in office procedures and bookkeeping practices.

4 years related experience or the equivalent combination of education and experience.

Related UBC experience or administrative experience in a law-related field preferred.

Computer experience required.

Ability to type 50 w.p.m. and use normal range of office equipment.

Ability to use word processing, database, internet and electronic mail applications at an intermediate level.

(Word, Excel, SISC, Symplicity and desktop publishing preferred).

Basic image editing and web skills would be assets.

Effective oral and written communication skills.

Strong interpersonal skills; demonstrated ability to interact with a broad range of people in a professional and approachable manner.

Strong customer service abilities is critical.

Ability to prioritize multiple projects at one time and meet deadlines.

Extremely strong organizational and problem solving skills.

Ability to exercise tact and discretion.

Ability to proofread materials for punctuation, grammar and spelling.

Ability to maintain accuracy and exhibit strong attention to detail.

Ability to work both independently with limited supervision.

Ability to lift boxes of up to 30kg