

## **Administrative Assistant**

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 Description Summary**

This position provides complex administrative coordination for assigned areas within the Peter A. Allard School of Law's faculty administration. Specifically, the position will support the annual hiring process of Adjunct Professors, Visiting Scholar Program and Associate Deans as assigned. The incumbent will also be responsible for providing confidential administrative support for up to 14 faculty members.

### **Organizational Status**

Reports to the Senior Manager, HR & Operations as part of the Administrative Assistant team. Takes direction from the Coordinator, HR & Operations, Associate Deans, and Assistant Dean, Finance & Administration.

### **Work Performed**

#### **Adjunct Hiring Process**

- Processes all adjunct professor appointment forms, offer letters, and FAFs for hiring, taking direction from the Associate Dean, Academic Affairs.
- Acts as first point of contact for all Adjunct inquiries and coordinates responses with the appropriate UBC area, eg. Payroll, Faculty Relations, etc.
- Provides administrative support as delegated by the Coordinator, HR & Operations to support the administrative needs of adjuncts on an annual basis.
- Maintains and updates Adjunct Directories.
- Assists in coordinating the annual updates of the Adjunct Handbook.
- Coordinates paperwork for Adjunct reimbursements, to submit to Allard Finance.

#### **Faculty and Associate Dean Support**

- Provides administrative support as requested for up to 14 faculty members, including Associate Deans as assigned.
- Manages effectively and efficiently the Associate Dean calendars as required.
- Drafts, edits, proofreads and completes to copy, a wide variety of correspondence, reports, grant applications and other materials.
- Prepares course and exam materials (accessing Faculty Service Centre to print class lists and to email classes, editing syllabi, uploading documents and ordering textbooks), ensuring that Faculty deadlines are met.
- Prepares financial documents, coordinates procedures and processes by directly liaising with the finance department on travel requisitions, personal reimbursements and depart credit card payments for faculty and faculty guests.
- Sets up and maintains filing systems as needed, ensuring confidentiality.
- Works independently to prioritize tasks from faculty including: assembling materials for meetings, contacting people, forwarding mail, making travel and accommodation arrangements.
- Organizes meetings for staff, faculty and guests to support work as needed (finding appropriate times

for participants, booking the venue and equipment if necessary, and setting up equipment, ordering catering.

#### Visiting Scholar Program

- Facilitates long-term international visitor requests, ensuring that all necessary documents are submitted as part of their application package and flagging any issues that may prevent the visitor from receiving their visa.
- Performs other duties related to the qualifications and requirement of the job.

#### **Consequence of Error/Judgement**

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 act in a professional, tactful manner would have an adverse effect on the image of the Allard School of Law and the University. Must be able to exercise judgment in dealing with administrative matters.

#### **Supervision Received**

Works independently according to general direction and/or guidance.

#### **Supervision Given**

Initiates new employees into daily office routines, procedures and the operation of office equipment. Supervises temporary student employees when hired.

#### **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**

UBC experience or higher-education administrative experience preferred. Computer experience required. Ability to effectively use work processing, spreadsheet, database and electronic mail applications at an intermediate level (eg, MS Outlook, MS Word, MS Excel). Effective interpersonal skills. Ability to communicate effectively verbally and in writing and to compose correspondence using clear, concise business English. Ability to exercise tact and discretion when handling sensitive and/or confidential matters. Ability to work effectively both independently and in a team environment with limited supervision. Ability to organize and prioritize competing tasks and to work under pressure to meet deadlines and to deal effectively with frequent interruptions. Ability to maintain accuracy and attention to detail. Ability to take tasks to completion, but to refer more complex tasks to supervise for direction. Ability to maintain accuracy and attention to detail.