

Admin Assistant, Faculty & Student Awards

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 the processes and procedures of the Faculty student award portfolio overseeing the annual distribution of over 350 awards. The position is responsible for the overall administration and successful delivery of the awards file portfolio, working with senior staff and faculty in the law school and UBC Enrollment Services as required. This position is also responsible for confidential administrative support to up to 14 faculty members in the faculty.

Organizational Status

Reports to the Senior Manager, HR & Operations. Takes direction from and works closely with Associate Deans, Assistant Dean, Students, and faculty chairs in overseeing the student award portfolio.

Work Performed

Tasks for all awards, prizes, and scholarships:

- Monitors and coordinates annual awards distribution schedule
- Oversees awards distributions and ensures all awards are assigned in a timely manner
- Provides information to Scholarships and Awards Committee and to students on policies, processes and procedures with respect to Faculty of Law Prizes, Scholarships and Awards
- Responsible to interpret and accurately communicate complex eligibility rules in responses with invested stakeholders
- Oversees and prepares accurate responses to complex financial queries from the Development team, Scholarships and Awards Committee, and Enrolments Services regarding payment issues, changes in award holder status (e.g. leaves of absence), and adjustments to funding amounts
- Oversees and prepares accurate responses to complex inquiries and requests from Development team, Scholarships and Awards Committee, Admission team and students in relation to merit-based awards, based on established policies, and the UBC Calendar
- Undertakes detailed review of students academic and award records; and liaises with Enrolment Services to resolve new or unusual student award cases
- Researches and clarifies new awards criteria by liaising with the Endowment and Awards Analyst in Enrolment Services
- Completes award recommendation forms and JV vouchers, confirming eligibility and award amounts for individual students as necessary
- Oversees and updates awards section of the Allard School of Law Website when new awards become available or awards descriptions or amounts are changed
- Makes recommendations to senior staff and faculty on areas for improvement after each round of awards distributions
- Updates and maintains the law school's awards policies and procedures manual
- Prepares correspondence, announcements, and other documents

- Updates and maintains student files, oversees archiving, retrieval and destruction of materials in relation to Awards. Ensures documents are handled according to university policies on privacy and confidentiality
- Redesigns the procedures and processes, and makes recommendations for changes
- Sets up meeting with Awards Selection Committees
- Conducts research on budgets of endowed awards and compiles statistical data

Tasks for application awards and scholarships:

- Coordinates internal deadlines of internal and external application awards in relation to donor s or campus deadlines, and adjudicator s availability
- Oversees creation of detailed PDF award application forms; responsible to post and communicate award information on the Allard School of Law website; creates resources for applicants and adjudicators (e.g., checklists, procedures, and spreadsheet); sends notice of application awards to appropriate students
- Determines eligibility of applications based on detailed review of application packages (application, transcripts, letters of reference, time in program, GPA, credits, UBC policies)
- Prepares with tact and discretion, professional and accurate responses to complex queries from multiple stakeholders on student awards including the Development team, Scholarships and Awards Committee members, senior staff and faculty, and individual students regarding: eligibility, application materials and procedures, deadlines, and adjudication processes for internal and external award competitions
- Prepares with tact and discretion, professional communication to award applications were not successful. This requires a thorough knowledge of award eligibility policies, and an ability to communicate tactfully and with empathy
- Ensures application packages are complete and correct prior to submission, including ordering of official transcripts
- Prepares application files and creates tracking summary spreadsheets for application awards for distribution to adjudicators
- Advises students to ensure accurate completion of award application materials in preparation for review
- Advertises scholarships, prizes and bursaries information in students bulletin, 2nd floor Sharepoint and the faculty website for external and internal application awards

Tasks for course prizes:

- Researches courses that match each course prize s criteria (approximately 100 prizes) from UBC course descriptions and the other resources, and composes emails to professors and instructors to ask for recommendations; sets up worksheets; pulls GPAs from SISC; compiles statistical data; checks their students eligibility; and drafts and edits complex reports

Tasks for assigned awards:

- Tracks funding allocation for top 10% students, compiles statistical data, and draft complex report for recommendation for merit-based assigned awards allocation

Faculty Support

- Provides administrative support as requested for up to 14 faculty members, including faculty members of the faculty committees as needed.
- Drafts, edits, proofreads and completes to copy, a wide variety of correspondence, reports, grant applications and other materials such as faculty CVs.

- Prepares course and exam materials (accessing Faculty Service Centre to print class lists and to e mail 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)
- Arranges for the distribution of materials and takes minutes as needed.
- Provides relief for receptionist, and other administrative assistants as required.

Consequence of Error/Judgement

Poor judgment or errors in administration of the student award portfolio can result in a student not receiving an award or prize that they were entitled to. Failure to act in a professional, tactful manner would have an adverse effect on the image of the Peter A. Allard School of Law. Must be able to exercise a high level of judgment, decision making, and professional communication abilities in dealing with administrative matters in the portfolio. in dealing and tact with administrative matters.

Supervision Received

Works independently according to general direction and/or guidance.

Supervision Given

Initiates new employees into office and procedural routines. Supervises temporary staff and student employees.

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. Training in administration, basic accounting and office procedures and practices. 4 years related experience or the equivalent combination of education and experience. Minimum four years of related experience or three years of relevant UBC experience. Computer experience (Word, Excel, Access and SISC preferred; must have good web navigation skills). Ability to effectively use word processing, spreadsheet, database and electronic mail applications at an intermediate level (e.g., MS Outlook, MS Word, MS Excel, MS

PowerPoint). Ability to communicate effectively verbally and in writing, interpersonal and organization skills. Ability to make thoughtful, informed, and thorough decisions Knowledge of UBC policies and procedures preferred, particularly relating to awards. Ability to work effectively independently and in a team environment. Ability to analyze and redesign work flow/business processes to make them more efficient and effective. Multi task, and work under pressure and meet deadlines. Ability to exercise tact and discretion when handling sensitive and/or confidential matters. Ability to maintain a high level of accuracy and detail.