

Administrative Assistant, Faculty and Adjuncts

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, the Associate Dean Academic, and other administrative duties 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 Dean Academic, and Assistant Dean, Finance & Administration. Works closely with the HR & Operations Assistant.

Work Performed

Adjunct Hiring Process

- Processes all adjunct professor appointment forms, offer letters, taking direction from the Associate Dean, Academic Affairs.
- Ensures the HR & Operations Assistant has necessary information to process Adjunct hires in Workday.
- 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 approximately 14 faculty members, including the Associate Dean Academic, as assigned.
- Manages the Associate Dean calendars effectively and efficiently, 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).

JOHSC Committee

- Is the assigned assistant for the Allard JOHSC Committee.
- Takes meeting minutes at all JOHSC meetings, ensures all JOHSC information is distributed and filed according to both university and Allard procedures.
- Provides administrative support to all JOHSC related tasks and projects as required.

Other Duties

- May be required to support other committees or special projects at Allard
- Provide regular coverage for the reception desk, during breaks and absences. This includes answering phones, greeting visitors, and handling inquiries in a professional manner.
- Provide coverage for other administrative assistants during absences or periods of high workload, ensuring continuity of support and service.
- Other administrative duties assigned as required

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.

Excellent written and verbal communication.

Intermediate computer experience required in Outlook, Word, Excel, data base, etc.

Previous experience using UBC systems (Workday, etc.) is a definite asset.

Ability to write and communicate at a high level to ensure professional, effective, and accurate communications.

Strong interpersonal skills, demonstrated ability to build positive and effective working relationships.

Excellent organizational and time management skills.

Ability to make thoughtful, informed, and thorough decisions.

Ability to exercise tact and discretion when handling sensitive and/or confidential matters.

Ability to prioritize work, multi-task, work under pressure and to meet deadlines.

Ability to analyze and redesign work flow/business processes to make them more efficient and effective.

Ability to maintain accuracy and attention to detail.

Ability to exercise tact and discretion when handling sensitive and confidential matters.

Ability to work effectively independently and in a team environment.