

Administrative Assistant, Faculty, Research & Visiting Scholars

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

This position provides complex administrative support and coordination for approximately 16 faculty members at the Peter A. Allard School of Law. The Administrative Assistant, Faculty, Research & Visiting Scholars is also responsible for complex administrative support to the Allard Research, Awards and Library Committee, in relation to the award application and approval process. It may support other Allard Committees and Special Projects. The role also acts as the backup for several core administrative duties, including Executive Assistant (EA) support for the Dean, and Student Awards, as well as Faculty Council and Curriculum Committee, and other essential functions.

Organizational Status

Reports to the Senior Manager, HR & Operations. Takes direction from the Coordinator, HR & Operations. Works closely with the Research, Awards and Library Committee Chair, and Associate Dean, Research and International.

Work Performed

Faculty and Associate Dean Support

- Provide complex administrative support to the Associate Dean Research & International and approximately 16 faculty members, by overseeing calendars, coordinating meetings, facilitating communication with external stakeholders, assembling meeting materials, and coordinating internal and external communications.
- Draft, edit, and proofread a wide range of documents, including correspondence and faculty CVs, ensuring all materials are polished, professional, and adhere to institutional standards.
- Coordinate all aspects of course material preparation, including communications, finalizing syllabi, arranging textbook orders, and ensuring the timely completion of course and exam materials in compliance with institutional deadlines and guidelines.
- Maintain organized and secure filing systems to ensure easy access to faculty documents.
- Handle sensitive information with the utmost confidentiality, in accordance with university policies and best practices.
- Act as a liaison between faculty and various departments, ensuring smooth and efficient communication.
- Organize meetings and events for faculty, staff, and guests, including scheduling, venue booking, providing on-site support and arranging catering as needed.
- Prepare various financial reimbursement documents, for submission to Law's Finance Office.

Visiting Scholar Program

- Coordinate Visiting Scholar applications, ensuring all information is received and processed in accordance to Allard procedures.
- In collaboration with the Coordinator, HR & Operations, facilitate long-term international visitor requests, ensuring application completeness and resolving issues that could delay visa approval.

Committee Support & Special Projects

- Provide administrative support to faculty committees by coordinating meetings, preparing agendas, recording minutes, drafting documents, following up on action items, and coordinating funding applications for review by the Research, Awards, and Library Committee.
- May be required to support other committees or special projects at Allard.

Other

- Provide coverage for other administrative assistants during absences or periods of high workload, ensuring continuity of support and service.
- Provide reception coverage, including answering phones, greeting visitors, and handling inquiries in a professional manner.
- May be assigned special projects that require additional administrative support.
- Perform other duties related to the qualifications and requirements of the job.

Consequence of Error/Judgement

Poor judgment or errors in processing confidential administrative materials and correspondence could have an adverse effect on the work of the Faculty and would result in inaccurate records. 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 a high level of judgment, decision making, and professional communication abilities in dealing with all 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. May train or supervises temporary staff and student employees and Work Learn students.

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 (Word, Excel, Canvas, Workday preferred).

Previous experience using UBC systems, such as Workday Student, and knowledge of UBC policies and guidelines is a definite asset.

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

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

Excellent organizational and time management skills.

Previous experience in a similar academic setting is considered an asset.

Ability to make thoughtful, informed, and thorough decisions.

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.