



## ALGOMA UNIVERSITY JOB POSTING

<b>JOB TITLE:</b>	<b>Social Work Administrative Assistant (in Timmins)</b> Staff Bargaining Unit
<b>DEPARTMENT:</b>	School of Social Work - Timmins Campus
<b>POSITION STATUS:</b>	Permanent Part-Time (20 hours/week) OSSTF Support Staff Union
<b>SUPERVISION RECEIVED:</b>	Director of Social Work

### **JOB SUMMARY:**

- A. Director - Administration Support - 30%
- B. Field Education, Admissions and Community Engagement Coordinator Support – 40%
- C. Communications Support/Coordination Support – 10%
- D. Program and Academic Administration Support – 20%

The Social Work Administrative Assistant, in accordance with CASWE standard, 2.3.1, is to support the Director in administering, improving, and promoting the School of Social Work's mandate, mission and goals at the Timmins Campus. The optimal goal of the Administrative Assistant is to carry out the expectations of the School of Social Work, and to continually communicate, and participate in maintaining the quality improvement of the program in order to meet the CASWE standards for accreditation in the following areas, 1) Purpose and Structure; 2) Resources; 3) Curricular Framework and Content; and 4) Program Evaluation. The Social Work Administrative Assistant (in Timmins) will work closely with the Director of Social Work to ensure all activities are monitored in relation to meeting the CASWE accreditation standards, to support the Field Education, Admissions and Community Engagement Coordinator, and to support program communications and Coordination, and Academic Administration.

### **RESPONSIBILITIES:**

- A. Director - Administration Support - 40%
  - Complete purchase orders, receivables, reimbursements, accounts payable as required.



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- When required collects and coordinates in collaboration with Algoma University administrative support staff, the materials needed to support the various program accreditation processes and requirements (i.e. CASWE, IQAP)
- Administratively supporting the Director for the program to meet CASWE standards
- Generates and files confidential reports and statistical information on student data as needed
- Work collaboratively with the Administrative Assistant at the Sault Ste Marie campus to ensure all program expectations, and initiatives are planned, and are met
- Attend all program meetings as required
- Meet with Director on a regular basis
- Coordinates and supports the facilitation of all social work meetings in Timmins, for example: BSW Advisory, Field, Internal Field Committee meetings, program Town Hall meetings, SWOT analysis meeting with students, catering, room bookings, develop agendas, prepare handouts and packages of information, takes minutes, follows up on all actions required, mailings, certificates, media, ensures AV equipment is set up, and IT supports as required
- Be familiar with all School of Social Work policies and procedures regarding the Professional Suitability Policy, Social Media Policy and other Algoma University guidelines
- Support students to participate in program governance activities (i.e. BSW Club), and support faculty lead
- Support and be familiar with the Learning Objectives of the social work curriculum
- Participate in the systematic review of the academic unit's mission and curriculum
- Completes errands as required (on and off-campus)
- Other miscellaneous duties as required

### B. Field Education, Admissions and Community Engagement Coordinator Support - 40%

- Provides administrative support for all meetings and events
- Collects and synthesizes information and maintains a database of students, potential and active placements sites and other records on customized databases (e.g. Google Suite), including that of the field practicum evaluation system
- Processes practicum related invoices, expense reimbursements, purchase orders as required
- Provides printing, photocopying, distribution of materials, and collection of field education related forms
- Provides administrative support to the professional years admission process as required



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- Maintains confidential records and documentation relating to students' participation in their placements, student appeals or related issues
- Provide support in creating and updating social work materials (e.g. student handbook, field manual, policies, guidelines, etc).
- Provide assistance in organizing and in facilitating Open Houses and other social work events during the calendar year
- Responsible for the distribution, collection and data entry of program evaluations including surveys of alumni, field practicum supervisor feedback, and other core materials in a timely and accurate manner
- Support to develop and plan for continuing professional development activities and events for field instructors
- Other miscellaneous duties as required

### C. Communications Support/Coordination Support - 10%

- Liaises with Algoma University and Northern College departments and service areas if needed for gathering information or for the dissemination of information (for example: library, book store, financial services, IT services, marketing, Anishinaabe Initiatives, catering, recruitment office, registrar office, Dean's Office, Facilities Coordinator, Maintenance Team, Library, Accessibility Services, Student Success and etc.)
- Liaises with the Sault Ste Marie administration assistant for recruiting and communications, assists with developing social work program promotional materials
- Collects and updates information for the Timmins campus' social work website, and social media
- Liaises with the Sault Ste. Marie Administrative Assistant and supports requests from students, staff, and faculty when required
- Other miscellaneous duties as required.

### D. Program and Academic Administration Support - 10%

- Provides a welcoming and professional level of assistance to all telephone calls, in person encounters, virtual meetings, and email inquiries
- Provides front-line reception assistance for the School of Social Work on the Timmins Campus, and responds to routine inquiries from students, staff, part-time and full-time faculty and community members
- Provides general day-to-day information about the social work program to Timmins students and potential students (example: BSW program course inquiries), and visitors
- Willingness and competency to successfully complete training in software programs such as needed, including university wide software programs and systems



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- Supports the Sault Ste Marie Administrative Assistant with communicating with faculty to identify textbooks for each course per Semester, and follows up on ordering teaching supplies
- Provides guidance to complete authorization travel forms, purchase orders, petty cash forms, actual travel claims, parking exit codes, employee portal, honorarium forms for in-class presenters for Full-Time and Part-Time faculty and staff
- Participates in the ongoing process of reviewing the mission with program stakeholders
- Provide support in planning for Social Work events in Timmins with faculty and staff
- Ensure technological support and services are provided to the faculty.
- Other miscellaneous duties as required

### WORKING CONDITIONS:

- Physical Effort
  - Extensive time spent in the same position (example: sitting at a computer chair and working in front of a monitor)
  - Occasionally lifting boxes of moderate weight and/or event setup
- Physical Environment
  - Some exposure to unpleasant/disagreement conditions related to interaction with students and members of the public
  - Promote a professional working environment at all times
- Sensory Attention
  - Demand for results, precise work, and accuracy, demands made simultaneously, multitasking and adherence to deadlines.
  - May need to accommodate irregular working hours for events or meetings
  - Frequent interruptions as the front-line assistance with an “open-door” workspace
- Mental Stress
  - This position sometimes requires additional hours in the evenings as a result of social work events.
  - Ability to assess and prioritize tasks and multitask in a fast-paced environment
  - Ensure confidentiality
- High pressure to meet deadlines for events, reports, and other department needs



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### MINIMUM QUALIFICATIONS:

- Post-secondary education, preferably in business administration or office administration or equivalent experience
- Minimum of 3 years of experience working in a related position
- Familiarity or direct experience in the social service sector and/or knowledge and experience in University/College is preferred
- Demonstrates a high degree of competence in Google Suite, Google hangouts, Zoom, Teleconferencing, Microsoft Office programs, and in particular Word and Excel;
- Must familiarize themselves with CASWE accreditation standards (and other program assessment processes);
- Excellent interpersonal and written English communication skills
- Ability to take initiative and work with limited supervision
- Excellent internet research skills
- Must be a team player
- Excellent organizational and computerized record-keeping and documentation skills
- Working knowledge of Anti-oppressive, and anti-racism frameworks, Anishinaabe, and Francophone cultures and values is strongly preferred;
- Valid driver's license required (to run local errands and travel as needed)

**Please submit a resume and cover letter (combined PDF) to [people.culture@algomau.ca](mailto:people.culture@algomau.ca) no later than 4:00 p.m. on Thursday, June 30 , 2022.**

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Algoma University is strongly committed to fostering diversity and inclusivity within our community and is an equal opportunity employer. The university invites and encourages applications from all qualified individuals who would contribute to the further diversification of our Institution, including equity-seeking groups that are traditionally underrepresented in employment (Indigenous peoples, racialized persons, women, persons with disabilities, and 2SLGBTQQIPA+ persons).

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, upon request, accommodation will be provided by Algoma University throughout the recruitment, selection, and/or assessment process to applicants with disabilities.



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Please note that the successful candidate will be required to provide a Police Vulnerable Sector Check as a condition of employment.

This position is open to all qualified applicants, although preference will be given to Canadian citizens and permanent residents of Canada.