JOB TITLE: Academic Executive Assistant (A-EA) to the Dean of Science

DEPARTMENT: Faculty of Science

POSITION STATUS: Permanent, Full-time (35 hours/week), Non-union

SUPERVISION RECEIVED: Dean of Science

SUPERVISION EXERCISED: N/A

PRIMARY FUNCTIONS:

A. Faculty Support (40%)
B. Faculty Academic Dean Support (50%)
C. Office Administration (10%)

Total 100%

The Academic Executive Assistant to the Faculty Academic Dean of Science manages the day-to-day operations and serves as the first point of contact for the Faculty Academic Dean’s Office, to ensure professional and exceptional delivery of academic programs, including Faculty collective agreement (CA) responsibilities, support for academic unit responsibilities, and student concerns/complaints/appeals. The A-EA manages operational functioning of a broad scope of academic project initiatives, including associated budgets, to a standard that meets regulatory (Ministry of Colleges and Universities, Board of Governors, Senate, etc.) requirements.

RESPONSIBILITIES:

A. Faculty Support

- Provide advice, guidance and direction to Faculty members, Department and Faculty Chairs based on knowledge/interpretation of institutional policy,
procedures, guidelines, full-time and part-time collective agreements and Senate policies and regulations

- Ensure compliance with Algoma University (AU) policies when processing forms for full-time and part-time Faculty, such as; Travel Authorizations and Claim forms, Purchase Orders when applying for Professional Allowance, and PERF funds
- Liaise with Department and Faculty Chairs to ensure understanding of their responsibilities related to both Faculty collective agreements, including implementation of Senate policies, training, and understanding of other duties, such as Part-Time Appointment Committee process, Right of First Refusal evaluations etc.
- Assist with onboarding new full-time and part-time Faculty and off-boarding of Faculty retiring and resigning
- Liaise with the Academic Assistants to ensure clear communication and follow-up is provided to Faculty
- Update the Faculty webpages with photos and biographies and maintain various Faculty aliases

B. Faculty Academic Dean Support

- Proactively manage the day-to-day operations of the office through proper identification of business needs, prioritization of critical (high risk) issues; inform and prepare the Faculty Academic Dean on upcoming situations/demands, where briefing is required; anticipate and mitigate emerging issues/risks that impact Faculty, students, and stakeholders as represented by the Office of the Faculty Academic Dean
- Initiate and compile research/data collection for assistance in reporting/planning, compliance with policy/procedures, etc., consistently staying well-informed on collective agreements, policies, procedures, regulations and academic initiatives (as applicable to the Faculty)
- Organize and anticipate project deadlines to meet University obligations and apply critical thinking to identify day-to-day, as well as long-term, priorities
- Act as a confidential sounding board to the Faculty Academic Dean and provide pertinent guidance when needed
- Assist with organization of New Faculty Orientations and mentoring in accordance with collective agreements
- Liaise with the e-Learning staff and external support services to provide ongoing communication to Faculty regarding Online and Technologically
Assisted course delivery

- Advise and assist the Faculty Academic Dean in the development of academic budgets; can include ad-hoc, collaborative partnership, and project budgets, as required. Coordinate and monitor budget transactions within scope of authority and resolve issues as they arise. Analyze budget reports to ensure accuracy and to forecast future expenditures and/or savings.

- Plan and coordinate all travel arrangements, conference registrations and itineraries for the Faculty Academic Dean (and guests, as requested) and prepare all necessary travel documentation for authorization, reimbursement claims and Credit Card reconciliations as per university policy and procedures.

- Oversee and coordinate the Marking/Grading stipends and part-time/casual student/employee recommendation and hiring processes in close collaboration with relevant academic departments, Department of People and Culture, and I.T.

- Manage the relevant parts of the academic dishonesty policy process and liaise with Faculty Chairs, students, student unions, Ombudsperson and the Senate Appeals Committee in terms of the grade and academic dishonesty appeals as well as the academic complaints process.

- Assist the Faculty Relations Officers with part-time instructor hiring processes as needed.

C. Office Administration

- Act as the first point of contact with respect to management of the office. Responsible for supervising and coordinating office organization and operations (including duties such as photocopying, scheduling, task organization, mail, etc.), correspondence (draft/respond to letters, preparation and submission of reports, etc.), and coordination of meetings, including scheduling, preparing agendas, and minute-taking, as required.

- Manage secure and confidential information relating to the department, including development and maintenance of a complex and logical filing system.

- Provide back-up for the other Academic -Executive Assistants.

- Assist with all Faculty events including those organized by the VPAR’s Office.

- Other duties as assigned.

**WORKING CONDITIONS:**

- Physical Effort Required
- Minimal: Some lifting/physical effort required for transportation of materials and setup for school visits

**Physical Environment**
- Minimal: Minimal exposure to unpleasant/disagreeable conditions. Irregular hours of work, at times.

**Sensory Attention**
- Considerable: Work requires a frequent need to concentrate on a variety of sensory inputs for a lengthy duration requiring diligence and attention.

**Mental Stress**
- Considerable: Deadline driven, with frequent interruptions.

**MINIMUM QUALIFICATIONS:**

- Bachelor’s degree in Business Administration, Sciences, or related discipline, and 3-5 years of related experience, or equivalent combination of education and experience
- Solid writing and verbal communication skills or equivalent education and experience
- Proven skills in relationship management and achieving results using a collaborative approach
- Demonstrated success in contributing to change efforts while showing respect for, and sensitivity to, academic and disciplinary norms
- Proven ability to communicate and work effectively with Faculty, course instructors, graduate students, support staff, and university administrators
- It is required that the incumbent possess:
  - Excellent communication skills, both written and verbal
  - Excellent customer services skills
  - Excellent interpersonal skills
  - The ability to work in a team environment
  - The ability to work independently
  - Strong personal initiative
  - Tact and good judgment
  - An ability to successfully meet deadlines
  - Excellent administrative and organizational skills with the demonstrated ability to take initiative and prioritize work in a high volume office
  - An ability to multitask and work under pressure in a dynamic environment;
  - An ability to work effectively with people of diverse backgrounds, styles and abilities
- Excellent use of technology for collaboration; strong computer skills, including Microsoft applications; G-suite preferred;
- Commitment to understanding Algoma University’s policies and procedures, Special Mission and The Seven Grandfather Teachings
- Vulnerable Police sector check is required
Please submit a resume and cover letter (combined PDF) to people.culture@algomau.ca no later than 4:00pm on Friday, August 19 2022.

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.

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.