

Job Description

Administrative Assistant, Faculty Professional Development

Department/Division: Faculty PD Committee
CUPE Classification: Level E
Reports to: Chair, Faculty Development Committee
Date Reviewed: February 2015

PURPOSE OF JOB:

Responsible to provide administrative and clerical support to the PD Committee and assist with the coordination and organization of Faculty PD events.

DETAILED JOB RESPONSIBILITIES:

- a) Administrative/Clerical Support 50%
- Schedules, books facilities and attends all regular and special PD Committee meetings, retreats and PD Events.
 - Attend regular meetings and retreats.
 - Prepares meeting agendas with Chairperson and post for the Committee.
 - Take meeting minutes and post in consultation with PD Committee Chairperson.
 - Attend special PD Committee meetings as necessary.
 - Initiate and prepare both confidential and general correspondence on behalf of the Chairperson and the Committee.
 - Filing, posting, retrieving files.
 - Assist with distribution of information related to faculty PD program.
 - Assist Electronic Media Consultant to manage the permissions for SharePoint, a shared drive, faculty PD mailbox and PD Consultants mailbox.
 - Performs other related duties as assigned by the Chairperson and ensure a safe and healthy work environment.
- b) Program Support 30%
- Track action and tabled items from regular meetings.
 - Staple contact and arranger for Committee, the glue that holds Committee together.
 - Work with Chair, PD Consultants and Electronic Media Consultant to ensure Committee has access to PD information.
 - Provide support for Hiring Manager during recruitment process, tracking paperwork.
 - Order office supplies approved by Chairperson.
 - Order catering approved by Chairperson.
 - Order printing as required.
 - Maintain and manage filing systems for PD Committee in consultation with Chair/Electronic Media Consultant.
 - Collaborate with Electronic Media Consultant re: Committee info internally vs. externally.
 - Post Extended Funding Grant applications and accompanying application documentation from faculty for the Committee to review.
 - Send copy of EFG Application to Treasurer after recipient receives letter of Award.
 - Co-ordinate the signing authority compliance process for the Committee.

- Schedule participants, facility and equipment and prepare materials for the Sabbatical Subcommittee interviews.

c) Manage Internal PD Website

20%

- Update and maintain internal Faculty PD Website, in consultation with Chair, electronic Media Consultant and IT Services.
- Perform additional duties as identified by the Chair.

QUALIFICATIONS:

Education:

- Completion of a 1-year college certificate in Office Administration or one year of University

Experience and Additional Competencies:

- Up to three, no more than five years experience in an office setting
- Proficiency in word processing, Outlook and spreadsheets
- Excellent written/spoken communication skills
- Job/Technical knowledge (familiarity with various types of software including Microsoft Office)
- Initiative, problem solving, attention to detail and customer service
- Experience using digital store front, Infosilum, Chartwells, Staples On-Line, Microsoft Office SharePoint, Drupal and managing digital files would be an asset
- Familiarity with Red Deer College organization structure would be an asset

Supervisor: _____

Date: _____

Incumbent: _____

Date: _____