

**Administrative Assistant
College of Science and Management
(Term October – April 2014, Fulltime)**

UNBC is establishing a research focused Centre of Excellence in Wood Structures Design and Engineering. At the core of the Centre will be a small dedicated group of internationally leading research focused faculty collaborating with other premier institutes from around the world to develop three graduate programs: Masters of Engineering in Integrated Wood Design, a Masters of Applied Science, and eventually a PhD in Applied Science in Wood Structures Engineering and Design.

Purpose:

This position reports to the Dean of the College of Science and Management (CSAM), with functional supervision by the future Chair of Engineering. With this direction, the incumbent will build and maintain, adapting as necessary a system of administrative support for the efficient and professional functioning of the new Engineering program in the area of Integrated Wood Engineering and Design, eventually to be offered from the Centre of Excellence in Wood Structures Design and Engineering North America's newest, and most innovative wood building

Responsibilities:

Responsibilities will include a broad range of administrative and clerical functions that support the current and evolving needs of the College and in particular the assigned program, contributing to the development of efficiencies, student service and support for the faculty and Chair. Currently, the assignment of this position is to the new graduate programs Masters of Engineering in Integrated Wood Design and Masters of Applied Science.

Duties include but are not limited to:

- providing professional responses and advice regarding inquiries from the UNBC staff and faculty community, students, the public, other internal and external contacts. In addition to a thorough and current understanding of the assigned program, the Administrative Assistant will be expected to acquire and demonstrate a level of institutional awareness;
- providing dedicated administrative and professional support to the Dean in support of the logistical development of the new Program, and to a new Chair upon hire;
- meticulously maintaining and improving both electronic and hard copy filing systems, records and databases, and producing spreadsheets and reports as requested;
- proofreading, editing and formatting a range of correspondence and written materials: may include authoring general correspondence, brochures, handbooks, web content or other departmental materials for review or approval by the Chair or Dean;
- coordinating and supporting regular and special meetings, and committees, including logistical arrangements, preparation of agendas, transcription and distribution of minutes, and follow up on subsequent proceedings;
- assisting faculty, sessional instructors and staff with course delivery matters, providing assistance to students regarding their student records and progress within the programs, and liaising with the Registrar's Office as necessary;
- providing guidance, orientation and training to others, with possible participation in recruitment, functional supervision, scheduling and review of other support staff or teaching assistants;

- administering student evaluation and teaching and program evaluation processes as requested;
- tracking and monitoring program budgets, maintaining financial records and spreadsheets, producing reports, and may include providing input during budget cycles;
- preparing inter-departmental documents as required for the proper functioning of the programs, including the recruitment of faculty and students;
- ensuring the maintenance and distribution of adequate office supplies and equipment;
- making travel arrangements and providing assistance with related documents and claims;
- regular and special event planning;
- providing administrative or clerical support services for departments or schools other than the primary programs to which the Administrative Assistant has been assigned, as and when reasonably requested.

Qualifications:

The successful candidate must possess a one-year certificate/diploma in office or business administration together with a minimum of three years related experience, preferably in an academic environment. Familiarity with university structures, policies and procedures. An equivalent combination of education and experience will be considered. Proficiency in word processing, spreadsheets, database and email software is essential. The ability to work with relational database interfaces, student information systems and update web content will be considered an asset. The ability to work independently in a busy and challenging, sometimes stressful, environment, and the flexibility to assist where needed and work as an active team member are essential. Outstanding interpersonal, time management, organizational and communication skills with a proven ability to interact in a highly professional and confidential manner are crucial. Problem solving and exercising good judgment are integral to this position.

Salary:

This position has been classified at Grade 6. The annual salary range for this position is \$44,444.40 – \$45,827.60, and the normal starting salary will be \$44,444.40.

Normal hours of work will be 8:30 am – 4:30 pm Monday through Friday.

To Apply:

Please forward your resume and proof of education quoting competition #13-109CUto:

Human Resources, University of Northern British Columbia,
3333 University Way, Prince George, BC, V2N 4Z9

Email submissions: HRecruit@unbc.ca

Inquiries: (250) 960-5521

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. The University of Northern British Columbia is committed to employment equity and encourages applications from women, aboriginal peoples, persons with disabilities and members of visible minorities.

We thank all applicants for their interest in UNBC however, only those applicants selected for further consideration will be contacted.

Applications will be accepted until 4:30pm Wednesday, October 16, 2013.
