

Excluded Professional Job Position Description

Section I: Position information

Effective date	2026-04-01	<input type="checkbox"/> Update only	<input checked="" type="checkbox"/> Classification review
Position title	Governance Administrative Associate		
Position number	998738		
Classification level	A		
Position affiliation	<input type="checkbox"/> AUFA <input checked="" type="checkbox"/> Excluded		
Location	Virtual		
Department	Office of the Chief Governance Officer and General Counsel		
Reports to	Governance Coordinator (999774)		

Position summary

Briefly describe the main purpose(s) of the position.

This position plays a key role in the good governance of the institution by contributing professional services and advice in all aspects of the Board of Governors (the Board) and its committees, General Faculties Council (Council) and its Committees, and Deans' Council.

Essential to this position is a strong understanding of the legislation governing post-secondary institutions in Alberta, including the *Post-Secondary Learning Act*, as well as the bicameral system of university governance and processes to ensure accountability and compliance with applicable legislation, and support the strategic goals and priorities set by the institution. This position will work with the Associate University Secretary and Governance Coordinator to ensure effective and efficient governance processes and procedures.

Also, this position must demonstrate agility and adaptability through excellent written, organizational and communication skills.

Duties and responsibilities

Organize by key responsibility area and include % of time spent where possible.

This position provides professional advice and support to the Associate University Secretary and Governance Coordinator in all aspects of the Board and its committees, Council and its committees, and Deans' Council.

Board of Governors and its Committees (40%)

- Assists with committee matters and issues, detecting complex and urgent issues requiring the action by the Associate University Secretary and/or Chief Governance Officer and General Counsel.
- Reviews proposals submitted to the Board and its committees identifying any potential issues and solutions, including those requiring action by the Associate University Secretary.

- Assists with all duties relating to Board and committee meetings, including preparatory work, materials, recording secretary duties and follow-up actions.
- Participates in the coordination of schedules and workflow of the Board and its committee system.
- Coordinates the content, accuracy, and timeliness of the Board website.
- Assists with Board recruitment in accordance with the Post-secondary Learning Act.
- Assists with committee appointments in accordance with committee membership and terms of reference.
- Assists with the process of providing orientation and awareness on governance for new members and the University Community in general.

General Faculties Council and its Committees (50%)

- Assists with committee matters and issues, detecting complex and urgent issues requiring action by the Governance Coordinator and/or Chief Governance Officer and General Counsel.
- Reviews proposals submitted to Council and its committees identifying any potential issues and solutions including those requiring action by the Governance Coordinator.
- Assists with all duties relating to Council and committee meetings including preparatory work, materials, recording secretary duties, and follow-up actions.
- Participates in the coordination of schedules and workflow of Council and its committee system.
- Coordinates the content, accuracy, and timeliness of the Council website.
- Assists with the replenishment of positions on Council and its committees in accordance with the *Post-secondary Learning Act*, General Faculties Council Rules, and committee membership and terms of reference.
- Assists with the process of providing orientation and awareness on governance for new members and the University Community in general.

Deans' Council (5%)

- Reviews proposals submitted to Deans' Council identifying problems and potential solutions early and accurately, including those requiring action by the Governance Coordinator.
- Assists with all duties relating to Deans' Council meetings including, preparatory work, materials, recording secretary duties, and follow-up actions.
- Participates in the coordination of schedules and workflow of Deans' Council.
- Coordinates the content, accuracy, and timeliness of the Deans' Council website.
- Assists in providing information on the role, responsibilities, and activity of Deans' Council to the University Community.

Other Duties (5%)

- Assists with quarterly variance reporting for the Office of the Chief Governance Officer and General Counsel.
- Assists with and provides back-up as required to the overall role and responsibilities of the Office of the Chief Governance Officer and General Counsel.

Occupational health and safety

Employees:

Responsible to participate in the AU OHS program as required.

Supervisors:

Responsible for awareness of one's OHS Responsibilities as an AU employee and supervisor, for participating in the AU OHS Program as required, and for ensuring the participation of employees in the AU OHS Program as required.

See: <https://ohs-pubstore.labour.alberta.ca/li008>

Classification factors

Communication

- Excellent communication and organizational skills, as the position is responsible for developing and maintaining effective relationships with a variety of internal and external individuals and groups.
- Exceptional diplomacy required.
- Must be able to effectively communicate priorities and gather, interpret, and act upon information from various sources.
- Regularly interacts and communicates with executive officers, department heads, directors, and assistants.
- Is respectful and able to maintain confidentiality.

Supervision

No supervision of other positions required

Impact of service or product

- Ensures compliance with applicable legislation, Board of Governors General Bylaws, General Faculties Council Rules, committee membership and terms of reference, and governance processes and practices.
- Requires accurate advice and/or information be provided to avoid substantial negative impacts for the University, including potential legal issues, harm to student academic progress, inefficient use of resources, and reputation of the University.
- Because of the potential impact to executive team and other committees, adherence to deadlines and schedules is imperative.
- Affects the work of others, the development of programs, policies and projects, impact existing processes, programs and projects, and the overall goals of the University.

Independence of action

- This position acts independently under minimal supervision.
- Meets set priorities and deliverables, monitors progress and tracks details of tasks, duties and projects assigned.

- Requires attention to detail, accuracy, quality, and the ability to revise schedules to accommodate changing priorities.
- Exercises independent judgement in the assessment of support service needs.
- Provides solutions to routine problems, understands the process of researching and analyzing projects when necessary.
- The work completed in this position must be in compliance with all applicable University policies and procedures.
- Demonstrated high degree of discretion, confidence, good judgement, and professionalism when handling sensitive, personal, and confidential information.
- Must have sound judgement and decision-making skills, including ability to identify matters that require escalation to Governance Coordinator.

Complexity

- Operates in a fast-paced environment, under constant change with frequent interruptions. Priorities must be adjusted on demand.
- Must be able to effectively undertake research, gather and analyze information from a variety of sources, to develop and prepare reports, presentations, and correspondence for internal and external distribution.
- Requires attention to detail, accuracy, quality, and the ability to prioritize workload to accommodate changing priorities.
- Tact, diplomacy, and adherence to internal and external protocols are essential qualities required for this position.
- Must understand the University's strategic direction and keep current with respect to University services and programs, and strategic direction.
- A high degree of accuracy, timeliness and completeness of all work is essential, therefore attention to detail is a prerequisite.
- This position requires knowledge and understanding of Alberta's Post- Secondary Learning Act, Freedom of Information and Protection of Privacy Act and other relevant legislation, Board of Governance General Bylaws and Standing Committee Membership and Terms of Reference, General Faculties Council Rules and Standing Committee Membership and Terms of Reference, Deans' Council Terms of Reference, Robert's Rules of Order and university policies, procedures and processes.
- The incumbent must be able to deal with multiple tasks on a day-to-day basis.

Planning

- Ability to prioritize work is integral.
- Identifies problems, questions and situations and provides appropriate recommendations related to established processes.
- Contributes to the development, assessment and evaluation of processes and protocols to ensure effectiveness.
- As well, the position is expected to maintain a productive work environment and respond to changes in priority in a flexible and agile way.

Signatures for section I

Incumbent signature		Date Select a date.
Supervisor signature		Date Select a date.

Section II: Qualifications
Qualifications

Includes education, experience, skills, abilities, and any other special qualifications required. The qualifications relate to the position not the incumbent.

- Minimum two-year post-secondary diploma in Communication, Business Administration, or related discipline plus a minimum of three years senior level office experience. An equivalent combination of education and experience may be considered.
- Outstanding interpersonal and excellent communication skills required.
- Excellent organizational skills and demonstrated attention to detail required.
- Ability to work effectively under pressure, set priorities in relation to own work and delegate/allocate tasks as required.
- Must have the capability to deal effectively with a varied, demanding schedule, multi-task and maintain accuracy while meeting deadlines and cope in an interruption driven environment.
- Ability to be analytical, detail-oriented, flexible, and decisive, and to analyze and resolve specific problems in a timely fashion.
- Must be able to work in a team environment and uphold the University's values.
- Work independently, prioritizing and re-prioritizing work, but able to recognize the need for keeping others informed, as required.
- Respect and maintain confidentiality. Ability to address confidential and sensitive issues on a wide range of topics on a continuing basis.
- Demonstrated experience working in a computerized environment, particularly MS Office Suite applications, Adobe Acrobat and SharePoint required.

Signatures for sections I and II

Department Head signature		Date Select a date.
Executive Officer signature		Date Select a date.
Human Resources review		Date Select a date.