

Support Job Position Description

Section I: Position information

Effective date	2025-07-22	<input checked="" type="checkbox"/> Update only	<input type="checkbox"/> Classification review
Position title	Academic Administrative Assistant		
Position number	999449		
Classification level	R1		
Position affiliation	<input checked="" type="checkbox"/> AUPE <input type="checkbox"/> Excluded		
Location	Virtual - Alberta		
Department	Faculty of Business		
Reports to	Assistant to the Dean, Faculty of Business		

Position summary

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

Reporting to the Assistant to the Dean, this position provides academic administrative support to the Dean's Office, associate deans, program directors, and faculty in the Faculty of Business.

This includes support for coordinating and scheduling assigned meetings and related activities and independently handling specific academic administrative functions for the faculty. This position also supports the administration of the faculty's graduate course scheduling activities and administration of key faculty events. Other AU-FB initiatives, meetings, and other support activities are also planned and implemented by the incumbent as required.

The incumbent works collaboratively with other positions within the Dean's Office as well as with departments external to the faculty for certain initiatives.

The incumbent must be self-directed and able to adapt to a progressively changing work environment.

Duties and responsibilities

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

Academic Administration Support (Total = 100%)

Meeting Administration (30%):

- Schedules and administers assigned meetings – this includes agenda & meeting package preparation, confirming guest speakers as required, taking meeting minutes.
- Sharing meeting related materials with attendees via MS Teams and Outlook.
- Upload and maintain meeting documentation in MS Teams.
- Maintain meeting membership lists.

- Support for virtual asynchronous votes as required.

Academic Administration (20%)

- Independently handling assigned specific academic administrative functions for the faculty (i.e., research, data gathering and reporting)

Support for Graduate Course Scheduling Activities (10%):

- Supports Dean's office to ensure approved graduate course schedules are accurately entered onto the relevant program webpages with support from digital and web operations.

Support for Faculty Events and Initiatives (10%)

- Supports various faculty initiatives (i.e., strategic planning events, faculty retreats, conferences, convocation).

Support for other Faculty Initiatives as Required (30%):

- Support for various faculty initiatives (i.e., student case competitions, social media).

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**Context and complexity**

-The ability to administer, organize and prioritize work is essential, as there are definitive deadlines for academic administration work (i.e., meetings, reports).

-Requires working knowledge of multiple systems (i.e. Microsoft Office 365 including Microsoft Teams, Canva, Sprout Social, HCL Notes).

-Maintain a high degree of confidentiality, as this position will have access to sensitive and confidential information.

- Requires independence, resourcefulness and adaptability in carrying out the variety of assigned duties.
- Accuracy of data entry is required to maintain the integrity of academic information.
- Strong interpersonal skills to work with academic leadership and senior operational staff as well as staff in external university departments as required.

Work problems

- Establish good working relationships within the faculty and staff in other departments in the University.
- Requires working knowledge of multiple systems ((i.e. Microsoft Office 365 including Microsoft Teams, Canva, Sprout Social, HCL Notes).
- Major responsibilities are diverse which requires adaptability.
- On a regular basis, must meet established deadlines with minimal direction.
- As this is a multi-task position, a broad knowledge of university policies and processes is required.

Authority

- Reporting to the Assistant to the Dean, the person in this position is expected to work independently with general supervision from the Assistant to the Dean and guidance from others. As we work virtually, the work is not closely supervised, and careful attention to detail and ability to work independently is essential.
- The incumbent makes informed decisions about how to organize and prioritize the work and is expected to point out potential problems and issues as they arise, and to continuously bring forward pending items. There is no direct supervision of other staff members, and the incumbent will be working closely with other members of the Dean's Office, as well as between academic and other operational support units.
- There will be considerable latitude to make recommendations in collaboration with others to improve the administrative process and routines that support the activities of the academic team.

Contacts and communications

- The Academic Administrative Assistant must be able to communicate effectively with all internal members of AU-FB including academic and operational staff.
- The individual must independently compose clear and well-written communications (i.e.,

emails, posts, meeting minutes/notes).

-The Academic Administrative Assistant may be privy to confidential information; therefore, there is a requirement for strict confidentiality, particularly in relation to any assistance provided to Program Directors, Associate Deans, and the Dean.

Key Contacts:

-Assistant to the Dean

-Other members of the Dean's Office team

-Dean

-Staff in other university operational support units.

-Internal contacts and communications may include the Dean, Associate Deans, Program Directors, faculty, and operational staff.

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.

Education/Experience: Two years of post-secondary education (preferably the first two years of a business degree or related diploma), plus at least five years of related administrative experience. An equivalent combination of education and experience may be considered.

Skills: Proficiency in using Microsoft 365. Experience with HCL Notes, Canva, Sprout Social is an asset.

-This position requires strong organizational and administrative skills with attention to detail and the ability to plan and schedule work. In-depth knowledge of the overall FB programs will be developed.

-Effective written and verbal communications skills (including excellent grammar and composition) and the ability to develop and maintain cooperative working relationships is essential.

-Requires the ability to work independently.

-Research, data gathering and entry skills.

-Responsive to change.

-Self-motivated to perform duties, willingness to learn new skills to accomplish assigned tasks.

-Team work ethic.

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.