

Job Posting



Date Posted: July 4, 2013

<u>Position Title:</u>	Academic/Administrative Department Secretary (Math/Economics)
<u>Vacancy Status:</u>	Open
<u>Classification/Salary:</u>	OPSEU – Secretarial & Office (SO-326; NOC-1241), Band 6 \$44,237 - \$52,228 per annum (i.e. \$3,686.45 - \$4,352.36 per month)
<u>Employment Definition:</u>	Full-time (35 hours per week), regular
<u>Supervisor:</u>	Chair, Math Chair, Economics
<u>Position Start Date:</u>	As soon as possible

Summary of Responsibilities:

Under the general supervision of the Chair of Math and Chair of Economics, provides secretarial services to both Chairs and other assigned faculty and scientific staff. Performs a variety of administrative and clerical duties related to the operation of the Departments.

1. Managing the Departmental offices. This includes administering and co-ordinating the business of the Departments, addressing student, faculty, and public questions (e.g. complaints, concerns, and general information) by interpreting policy; acts as an effective spokesperson for the Departments, receiving, interpreting and conveying verbal and written information with clarity; provides advice and leadership in advising improvements to existing department policy and procedures with a view to ensuring maximum office efficiency and client satisfaction.
2. Arranges appointments, screens calls in person and by phone, sends and receives faxes; answers routine correspondence, memoranda, and e-mail on own initiative or with brief instruction. Maintains awareness of items to be brought forward or followed up and produces memoranda/documents for signature of Chairs. Uses discretion when handling confidential material.
3. Opens and sorts incoming mail, attaches related material for Chair's use; answers routine correspondence on own initiative or from brief verbal. Updates and prepares mailings of department information (i.e. secondary schools in Ontario and year abroad materials).
4. Types correspondence, memoranda, course work, syllabi, bookstore lists, examinations, notices, research manuscripts, reports, minutes, etc., as required by Chairs and faculty members; handles confidential material.
5. Maintains Departmental and student files and records, and when requested, selects and compiles information and statistics from these records (student enrolment, audit data, staffing, teaching load, class size, etc.). Maintains up-to-date information on program alumni.
6. Co-ordinates departmental records for hiring, job advertisements, course offerings, registration, honours applications, tenure and promotion, class lists, academic summaries; utilizes other decision-support applications such as Colleague and spreadsheet programs to provide faculty with material essential to their teaching and to provide Departmental information as requested by the Chairs.
7. Under the general supervision of the Chairs, liaises with Office of the Registrar regarding policy and procedural matters and communicates waivers, conditions, exceptions, etc. regarding particular students and circumstances. Submits mid-term and final marks. Establishes and maintains electronic distribution lists to facilitate quick information dissemination. Manages the wait lists and, based on input received from instructors, liaises with the Office of the Registrar on student registration.
8. Acts as a troubleshooter for office equipment, resolving problems as they arise.
9. Liaises with other departments regarding course offerings, timetabling, printing and photocopying for course offerings, including course offerings at Trent University in Oshawa.
10. Manages and administers the departmental operating budget and departmental trust accounts by allocating object codes, negotiating with suppliers, determining quality, quantity, and standards of goods and services to maintain control of expenditures; through monthly analysis, reviews and corrects budget anomalies; receives and processes cash accounts; orders and monitors departmental supplies; has signing authority (up to \$1,500 maximum) for departmental expenditures.
11. Co-ordinates departmental records for hirings, job advertisements, course offerings, registration, honours applications, tenure and promotion, class lists, academic summaries; utilizes other decision-support applications such as Colleague, Datatel, and MS Excel programs to provide faculty with material essential to their teaching and to provide Departmental information as requested by the Chair. This may include maintaining logs of the hours worked and scheduling tutorial office hours.
12. Maintains stationary, office supplies and equipment inventory. Prepares monthly summary of photocopier charges.
13. Monitors use of Department space including research rooms, teaching areas (project room, Math drop-in centre) and prepares room usage summaries.
14. Provides secretarial support to Chairs and assigned faculty; assists with timetabling, calendar copy, brochures, publicity material; co-ordinates honours information sessions; collects, sorts and redirects mail, manages collection and return of essays, and photocopying.
15. Develops, manages and maintains paper and electronic filing systems specific to Departmental needs,

determines file retention, and archives data in same systems on regular basis guaranteeing the maintenance of departmental records.

16. Arranges Department and committee meetings (prepares and distributes agenda), makes room bookings, special events bookings, etc.
17. Assists in organizing visiting speakers, conferences, workshops, receptions, etc., including transportation, accommodation, publicity and honoraria. Assists with arrangements for faculty recruitment (travel, accommodation, scheduling, etc.).
18. Assists in orienting new, sessional and part-time faculty.
19. Develops and applies for funding through Trent University Work Study program (TWSP); participates in selection of candidates for TWSP student office assistants; assigns and supervises the work of TWSP student office assistants.
20. As directed by course instructors, may order desk copies from bookstore or publisher, put exams on reserve in library, and order A/V equipment for classes.
21. Monitors and updates the departmental websites and departmental WebCT.
22. Assists in producing annual handbook and other information/promotional material (brochures, applications and posters).
23. Co-ordinates liaison with external organizations, especially in the local area.
24. Supervises special student examinations for part-time faculty.
25. Supervises the Mathematics Computer lab as assigned.
26. Maintains absenteeism records for Department.

Qualifications:

1. 1Secondary School Grade 12 diploma, plus two years of University or College in office administration, or business. University degree preferred.
2. Three years of general secretarial and administrative experience, and at least one year of directly-related experience.
3. Expertise in the use of standard word-processing and spreadsheet applications, including Word, Excel and Access; expertise in the use of the university database (Colleague), or demonstrated ability to master new computer platforms; familiarity with web-authoring programs.
4. Maturity, good judgment; the ability to deal tactfully with faculty, staff and students; the ability to maintain confidentiality.
5. Demonstrated skills in problem-solving, analysis and consultation. Ability to handle parallel priorities and projects. Demonstrated skill in interpreting policies and procedures.
6. Demonstrated ability to apply instructions and take direction, to work independently and as a member of a team.

Closing Date for Applications: Monday, July 15, 2013; 4:00 p.m.

To Apply:

The preferred method for submitting your covering letter and resume is by e-mail to jobs@trentu.ca (*Microsoft Word or Adobe PDF format*). Please note the position title in the subject line of your e-mail. If you are unable to send your application by e-mail, you may apply by fax or mail/drop-off your application to: Trent University, Department of Human Resources, 1600 West Bank Dr., Peterborough, Ontario K9J 7B8; Fax: (705)748-1276. ****External applications will be considered only when accompanied by a completed Application Form:**
<http://www.trentu.ca/humanresources/employment/nonacademic.php>

Trent University is actively committed to creating a diverse and inclusive campus community and encourages applications from qualified candidates from the following groups: women, persons with disabilities, visible minorities, and Aboriginal persons.

While the University appreciates all applications, please note that in competitions for regular/recurring positions, only applications from internal candidates will be acknowledged. If there is no successful internal candidate, only applications from external candidates considered for an interview will be acknowledged. Only those applications from candidates considered for an interview for a contract or temporary/casual position will be acknowledged.