



Assistant to the Dean

School of Arts & Science
Administration

Job Posting: U18-052 **Closing Date:** May 1, 2018
Position Type: Full-time Regular **Location:** Lansdowne Campus
Start Date: May 28, 2018
Schedule: Monday - Friday; 8:30 am - 4:30 pm (35 hrs/week)
Salary: Pay Grade 15; \$30.65 to \$32.90 per hour
Replaces: B. Moroz-Pettyjohn

Applications for this posting will be accepted from current employees and the general public who meet the minimum qualifications of the job. Regular employees as defined in the CUPE Collective Agreement shall be considered prior to all others.

GENERAL STATEMENT

As a key member of the school Leadership Team, the Assistant to the Dean provides a wide range of administrative support, research and project management for strategic planning, goal-setting, and development activities of the School. This position has a strategic focus and uses independent initiative, judgment, and discretion in leading and/or supporting special projects and partnerships internal and external to the School. This position develops a variety of research and summary reports, including proposals and recommendations. The Assistant to the Dean provides confidential administrative support to the Dean to ensure the receipt of relevant, timely, and accurate information that may be of a sensitive nature. The Assistant to the Dean provides functional supervision to support staff in the School office in collaboration with the Administrative Coordinator and leadership to other college employees in a project management capacity.

TYPICAL DUTIES

Administration for the Dean

Relieves the Dean of procedural administrative functions as required, by anticipating and responding to the activities and initiatives of the Dean, including:

- Advises on, supports, and ensures due process is followed for student, faculty or staff issues, complaints, grievances and appeals to the Dean;
- Maintains liaison with all levels of administration and faculty to coordinate and resolve problems and issues relative to academic and non-operational school matters;
- Maintains a complex calendar required for the Dean;
- On the Dean's behalf, initiates or responds to matters by interpreting, explaining or applying College policies, procedures, and collective agreements;
- Researches, designs, implements, and maintains systems for storing and communicating information on behalf of the Dean;
- In collaboration with the Administrative Coordinator, ensures administrative support is provided for all Dean's activities, including meetings, travel, correspondence, special events, and projects.

Research and Project Management

- On own initiative, or as directed by the Dean, develops, directs, and coordinates special projects, tasks, and events through to completion;
- In collaboration with the Leadership Team, participates in the review and development of school guidelines and procedures as appropriate; educates school staff on their use;
- Collects data, analyzes and interprets large volumes of information, and compiles, produces, and contributes to written documents and reports, including briefing notes, presentations, proposals and recommendations;
- In collaboration with the Administrative Coordinator, supports and monitors for quality assurance school initiatives on marketing and student recruitment.

Budget

- Develops, prepares, and manages the budgets for strategic and special projects;
- Analyzes and prepares budget reports and presentations;
- Authorizes expenditures to the prescribed limit;
- In collaboration with the Chairs and Administrative Coordinator, participates in the preparation and monitoring of the school budget and its development process.

Administration for the School and College

- In the absence of the Administrative Coordinator, manages the office and supports operational, administrative matters for the School;
- In collaboration with the appropriate person(s), uses discretion in handling personnel issues, apprising the Dean of such issues as necessary, and making recommendations for the resolution of administrative conflicts;
- Advises on and resolves student concerns where possible, referring to other sources as appropriate;
- Acts as a resource on existing college policies and school procedures;
- Liaises within the School and with other college personnel or external contacts on School strategic developmental matters;
- Participates, often leads, and/or coordinates administrative requirements for College and School committees and projects;
- Leads change initiatives as required by the Dean or in collaboration with others;

Performs other related duties similar in scope and complexity.

QUALIFICATIONS

An undergraduate Degree with education/courses in research, writing, and analysis; six years of senior-level, administrative support experience, two of which are in a post-secondary, unionized environment, with a progressively-increasing scope of responsibility, or an equivalent combination of education and experience.

- Exceptional research and technical writing skills, using web-based, print, and investigative techniques;
- Demonstrated experience in project management, including coordination of diverse groups;
- Excellent organizational, presentation, communication, and interpersonal skills;
- Exceptional administrative support skills including ability to work independently, perform well under pressure, deal effectively with non-routine matters, take responsibility, display initiative, and problem-solve while maintaining a high level of service;

- Proven ability to work positively and professionally with the public and college staff both in individual and group settings;
- Superior accuracy and professional judgement;
- Training and demonstrated experience in supervisory responsibilities.
- Strong understanding of complex organizational systems and structures;
- Experience in managing budgets;
- Advanced proficiency in all aspects of Microsoft Office suite.

All interested candidates are encouraged to apply; to be considered for employment, applicants must meet the qualifications of the position and be eligible to work in Canada.

Apply online at www.camosun.ca/careers. We would like to thank everyone in advance for applying as only those selected for an interview will be contacted.

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