



Assistant to the Director

Continuing Education & Contract Training
VP Partnerships

Job Posting: U19-010R **Closing Date:** March 13, 2019
Position Type: Full-time /Regular **Location:** Interurban Campus
Start Date: ASAP
Schedule: Monday - Friday; 8:30 am - 4:30 pm (35 hrs/week)
Salary: Pay Grade 12; \$28.15 to \$30.18 per hour
Replaces: K. Blyth

Note: This is a repost of U19-010. Previous applicants need not apply.

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

The Assistant to the Director provides a wide range of administrative, research and project management support to the planning, policy and budget development activities of the Division. Under general direction of the Director, designs, implements and monitors office systems and controls which provide reasonable assurance that division/department operations are effective and efficient, resources are utilized appropriately, financial information is reliable, and applicable policies and procedures are adhered to. Provides direct and/or functional supervision to assigned staff and provides support, assistance and advice to other members of the College Community relating to projects, committees or divisional initiatives. In support of the Director, provides analytical research and support to the division/department, budget development, and reporting processes and develops a variety of research summary reports including proposals and recommendations. Provides confidential administrative support to the Director to ensure the relevant, timely, and accurate response to information and resources that may be of a sensitive nature.

TYPICAL DUTIES

Support to the Division

Under general direction from the Director, is responsible for Divisional operations by providing administrative support and by working with appropriate College departments (Finance, HR, ITS, Student Services, etc.) to plan and manage systems and operations and to analyze, reconcile and resolve problems or issues.

Budget

- Participates in the development of budget documents in accordance with College requirements and processes;
- Monitors financial expenditures of the division/department to ensure adherence to allocated budget and prepares quarterly financial reports and other reports as required;
- Coaches Budget Officers in the management of individual departmental budgets and explains and demonstrates the online purchasing/accounting system to Divisional/departmental staff;

Personnel

- Anticipates, organizes, prepares, and ensures the processing of all Division-based Human Resources documents; maintains personnel records for the Division;

- Uses discretion in handling personnel issues apprising the Director where necessary, and making recommendations for the resolution of personnel and/or administrative conflicts maintaining a high standard of confidentiality and discretion;
- Ensures new departmental staff are oriented to the division and may coordinate office, telephone and computer allocation and access;
- Coordinates the evaluation and performance review systems according to College procedures;

Office Management

- Supervises, trains, and evaluates assigned staff, and makes recommendations on their appointment, promotion or termination;
- Provides indirect or functional supervision to other staff as assigned, including day to day work assignment and feedback;
- Ensures regular communication with decentralized office staff;
- Anticipates, recommends, implements, designs, and modifies procedures for the Division;
- Participates in planning and makes recommendations for facilities requirements for the divisional/departmental office space;
- In consultation with the Director, plans and prepares the operational budget of the office. Manages the office budget by approving expenditures and resolving errors;
- Facilitates and mediates the resolution of conflict for office staff;
- Directs customer service standards for the office personnel;

Client/Customer Support and Service

- Establishes and models service standards for the divisional/departmental office;
- Provides information to students/clients/customers on policies and procedures, advising on and resolving concerns where possible referring to other sources as appropriate;
- Consults with appropriate authority to aid in the resolution of student/client/customer issues;

Systems and Technology

- Demonstrates sound knowledge and expertise in various software and specialized database systems or tools for the department/division;
- Directly provides staff with or coordinates the appropriate technical training required for the department/division systems and technology;
- Provides or coordinates the technical assistance required to meet system needs and troubleshoots where necessary;
- Ensures the management of divisional/departmental systems, records and reporting, and established procedures and reports regarding data integrity;

Support for the Director

Manages procedural administrative functions on behalf of the Director and other administrators by anticipating and responding to activities and initiatives including:

Confidential Secretarial and Administrative Support

- Reviews and processes confidential materials and matters sent to and from the Director's office;
- Liaises with individuals internal and external to the College to coordinate and resolve problems and issues relevant to the division/department;
- Maintains complex calendars required for the Director and other administrators; manages appointments using independent judgment, including prioritizing competing demands for time and utilizing appropriate time management strategies; Ensures administrative support is provided for all meetings and activities, including room, equipment and catering bookings;

- Reviews requests for the Director’s or other administrator’s attention, including correspondence and if directed, email and telephone calls. Composes responses, routes problems and correspondence to other staff members as appropriate, and follows up to ensure responses are complete, prioritizing items using initiative and judgment;
- Creates and maintains systems for storing and communicating information on behalf of the Director and/or other Divisional administrators;

Research, Planning and Project Management

- Participates in or advises on facilities and financial planning for the division/department as required;
- Participates in and supports the development of division/department wide strategic plans, policies and procedures as required and conducts internal and external research on a variety of topics in support of strategic and developmental activities for the division/department;
- As directed or on own initiative, directs, coordinates and facilitates special projects or tasks, ensuring the timely completion of such assignments;
- Collects data, analyzes and interprets large volumes of information including creating summary reports and presentations; compiles, produces and contributes to written documents and reports including briefing notes, proposals and recommendations;
- Administers contracts including the financial reporting of key projects as required by business and government representatives, e.g. monthly financial reports, forecasts, disbursement details, and third-party contracts;

General

- Provides information or advice to College employees, external partners and the public, and ensures the dissemination of relevant information to appropriate Division/College personnel;
- Coordinates travel arrangements as required. This may include making flight and hotel bookings for complex international itineraries, obtaining country specific entry visas and organizing travel advances based on approved country specific travel allowances.
- Coordinates administrative and operational support to departments and Division committees;
- Participates in College and Division committees and projects as required;
- Compiles information for employees as requested;
- Coordinates with appropriate personnel to ensure organization of Division events;
- Performs other related duties similar in scope and complexity.

QUALIFICATIONS

A diploma in Office Management OR a diploma in Public or Business Administration and six years of senior clerical experience, two of which are in a post-secondary environment, demonstrating progressively increasing scope of responsibility, and includes two years of supervisory responsibilities and responsibility for budget development and management or an equivalent combination of education and experience.

- Advanced knowledge and superior competence in using Microsoft Office applications in a networked computer environment;
- Exceptional administrative support skills including the ability to work independently, perform well under pressure, deal effectively with non-routine matters, take responsibility, display initiative, and problem-solve;
- Excellent organizational, presentation, written, oral and interpersonal communication skills and advanced technical writing skills;
- Demonstrated ability to be multitask oriented, self-directed, to make decisions and to meet deadlines and manage changing priorities while maintaining a high level of service;

- Demonstrated ability to work positively and professionally with the public and college staff both in individual and group settings;
- Superior accuracy and professional judgment are required.

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.

Note: Eligibility to work in Canada is granted through citizenship, permanent resident status or a work permit. You must be a Canadian citizen or permanent resident to accept a permanent job offer (unless stated otherwise in the posting). If you have a valid work permit, you may be eligible for temporary work but only until your work permit expires or is renewed.

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.

Camosun College is an Equal Opportunity Employer