

Support Job Position Description

Section I: Position information

Effective date	2024-12-11	<input checked="" type="checkbox"/> Update only	<input type="checkbox"/> Classification review
Position title	Administrative Assistant		
Position number	999584		
Classification level	Support Range 1- Excluded		
Position affiliation	<input type="checkbox"/> AUPE <input checked="" type="checkbox"/> Excluded		
Location	Virtual		
Department	Office of the Vice President, Finance and Operations & CFO		
Reports to	Director, Strategic Initiatives and Services (999103)		

Position summary

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

The Administrative Assistant is responsible for providing senior level administrative support to the Office of the Vice President Finance and Operations, the Chief Internal Auditor, and to the Directors of the Vice President, Finance and Operations Division. This includes but is not limited to supporting strategic and operational initiatives in the areas of Internal Audit, Financial Reporting and Operational Services, and Strategic Initiatives and Services. This position requires a highly detail-oriented individual with strong administrative and organizational skills, who demonstrates initiative and can work independently with minimal supervision. The ability to multi-task and proactively take initiative across numerous projects and work assignments is a requirement. This position must demonstrate adaptability through excellent written, organizational, communication and computer application skills. This position requires a high degree of confidentiality, integrity and discretion as the incumbent will be privy to and handle sensitive and confidential information and documentation

Duties and responsibilities

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

General Management Support 50%

- Works directly with the Executive Assistant (EA) in the provision of administrative support to the Vice President, Finance and Operations (VPFO) and directly supports the VPFO as required or in the absence of the EA.
- Provides senior level administrative support to the activities and daily functions of the Office of the Vice President, Finance and Operations (OVVFO), the Chief Internal Auditor, and to the Directors of the Vice President, Finance and Operations Division, such as:
 - Coordinates the scheduling of meetings, preparation of materials and distribution of agenda packages.
 - Provides administrative support in an accurate and timely manner for committees that the VPFO Division is integrally involved with. This includes the scheduling of meetings,

coordination and logistics of meeting, the preparation and distribution of materials, as well as attending meetings as the recording secretary as required.

- Maintains a record of bring forward and action items and notifies those with responsibilities of upcoming deadlines.
- Assists in the preparation of regular and ad hoc reports for, but not limited to, the Senior Leadership Team, Administrative Council, Integrated Resource Planning Working Group, Board of Governors, Board of Governors Standing Committees, and General Faculties Council.
- Assess the quality and review submissions being brought forward to the Vice President, Finance and Operations to identify any problems and work alongside the EA to identify potential solutions.
- Coordination of travel requirements which includes (hotel reservations, conference registrations, flights, etc.) for the OVPFO management team, as required.
- Assists with the quarterly and annual internal and external reporting requirements.
- Assists with maintaining VPFO Division filing systems, including records management and the retention/disposition aspects of divisional/departmental files.
- Assists in the preparation and inputting of purchase requisitions, contracts for services, invoices, and other procurement documents.
- Responsible for web development, authoring and maintenance of the VPFO Divisional websites.
- Orders and maintains an appropriate inventory of office supplies.
- Collects and distributes incoming and outgoing department mail.
- Expected to proactively analyze workflows, identify issues, and suggest efficiencies wherever possible.
- Conducts research, administers surveys and pulls together background information when requested or appropriate.
- Provides assistance and undertakes a variety of additional duties and responsibilities, as may be appropriate or required.
- Maintains professional standards, including sensitivity to confidential information and documentation.
- Ability to design and create materials and reports as required.
- Assists with the development and refreshing of policies and procedures throughout the Division, including liaising with the Policy Office to ensure timelines are achieved.

Internal Audit Services Support 40%

- Provides primary administrative and technical support to the Chief Internal Auditor (CIA) with respect to all aspects of the Internal Audit Services unit. In addition to the General Management Support noted in the section above, this support includes, but is not limited to:
- Providing administrative and project support to the CIA in relation to performing financial, compliance, operational audits and advisory reviews, and investigative audits. This includes administrative support in the areas of audit project planning, fieldwork, reporting and follow up.
- Providing administrative support to the development of the annual internal audit plan.

- Providing administrative support with respect to the preparation of reports to the Audit Committee and management summarizing results of audit activities, including recommendations for improvement.
- Coordinating recommendation status tracking with management and compiling data for inclusion into regular reports to the Audit Committee on outstanding audit recommendations.
- Provides administrative support to investigations of Protected Disclosures of wrongdoing made to the university as outlined in the Protected Disclosure (Whistleblower) Policy and the related procedure.
- Providing administrative support to investigations of suspected fraud and financial irregularities or other wrongdoings within the university.
- Assists the Chief Internal Auditor regarding the daily, quarterly, and annual reporting and communication requirements of the Internal Audit Services unit.

Enterprise Risk and Resilience Support 10%

- Provides administrative support to AU's insurance program, including the completion of policy applications/renewals, processing of invoices and assisting with claims that may arise.
- Issue insurance certificates (via CURIE Prod) as requested/required based on contract requirements.
- Maintain and update AU list of approved drivers. Ensure drivers submit required information and the insurance broker is kept informed of any changes.
- Provides administrative support to the Enterprise Risk Management (ERM) program, including assisting with the updating/formatting risk control worksheets, ERM summary reports and the ERM Primary Risk Register.
- Provides administrative support to the AU's Business Continuity and Emergency Management programs, including assisting with the updating/formatting of plans and other files, and serving as scribe and administrative support to the Operational Support Team (OST).
- Maintains and distributes AU's emergency contact as required.

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

- Ability to work under pressure and tight timelines, given the competing demands of the office environment.
- Must manage time effectively, be organized, establish priorities (and often revise priorities) balance demanding workload, and handle multiple and diverse tasks.
- Required to be adaptable, flexible, and tolerant of disruptions.
- Employ a broad range of skills for most tasks; must be able to grasp new concepts quickly. General accounting knowledge, technical understanding of general accounting, diplomacy, tact, and both verbal and written communication skills are essential requirements of this position.
- This position shall have regular access to information of a confidential sensitive nature. Confidentiality shall be upheld to the utmost degree.
- Regularly interacts and communicates with members of the Senior Leadership Team, members of Administrative Council, department/unit leads, Executive Assistants and others across AU.
- Maintains a wide variety of records, and regularly makes retention, retrieval, and disposition decisions.
- Expected to contribute to departmental processes and procedures development and improvement.
- Must have a general knowledge of the university and a thorough understanding of institutional policies and procedures as they relate to this position.

Work problems

- Employs a broad range of skills for many administrative and technical tasks.
- The volume of work is high, and supporting multiple leaders and staff with varied needs, strict timelines and priorities is a challenge.
- Several tasks require proactive, independent thought and design (e.g., assembling agendas, drafting letters, creating tables and charts, and proof-reading reports).
- Ability to conduct research, administer surveys, and pull together background and summarize information.
- Committee support requires organization, good judgment to organize, assess, prepare agenda and documentation requirements.

- Ability to coordinate meetings, presenters, and small to large groups.
- Work involves answering routine or more complex queries related to the project and resolving day-to-day issues. May involve policy or procedure interpretation to resolve issues.
- Routinely initiates and follows up on complex matters.
- Must be familiar with departmental activities.
- Strong organizational skills are essential for this position.

Authority

- Works independently and exercises judgment with minimum supervision.
- Establishes timelines and initiates processes on behalf of Directors, CIA, and others in order to achieve submission deadlines.
- Must be able to assess the importance of a phone call, e-mail, or document and take appropriate action to involve the appropriate people quickly and accurately.
- Prioritization and coordination of meetings and attendees requires independent decisions.
- Independently orders office supplies.

Contacts and communications

- Regular contact with members of the Senior Leadership Team, their Executive Assistants, members of Administrative Council, the Office of the University Secretary and General Counsel, the OVPFO management team and staff, the Chief Internal Auditor, and other AU team members across the university.
- Responsible for developing and maintaining positive and effective working relationships with members of the broader university community, government officials, and outside agencies.
- Strong written and oral communication skills are essential.
- Communicate and interact with most levels of staff within Athabasca University while arranging meetings and obtaining information.
- Required to uphold the highest degree of confidentiality, integrity and discretion as this position has access not only to confidential OVPFO information but also information relating to all non-academic and non-research operations and systems.
- Exceptional interpersonal, organizational and communication skills, integrity, respect for confidentiality, sound judgment and decision-making skills required.

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.

- A two-year office administration diploma and a minimum of 5 years' experience, preferably in a post-secondary institution (or an equivalent combination of education and experience).
- Excellent communication (both verbal and written), interpersonal and organizational skills are mandatory. Maintaining absolute confidentiality and discretion is imperative.
- High level proficiency with Microsoft Office, Microsoft O365, Adobe Acrobat DC and web applications is mandatory. Experience with Adobe InDesign, Adobe Illustrator and Alfresco CRM considered assets.
- Committee administrative support, report-writing, and records management experience is preferred.
- Demonstrated ability to perform detailed work accurately and timely, with minimal supervision and as part of a team environment
- Ability to prioritize multiple tasks and adapt to changing situations and conditions.
- Familiarity with Banner ERP would be beneficial.
- Knowledge and understanding of relevant Athabasca University policies and procedures (especially relating to risk management, facilities emergency response or disaster recovery programs) would be an asset.
- Familiarity with internal audit standards and processes would be an asset.

Signatures for sections I and II

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