

## Professional Job Position Description

### Section I: Position information

Effective date	2024-11-06	<input checked="" type="checkbox"/> Update only	<input type="checkbox"/> Classification review
Position title	Executive Assistant		
Position number	998891		
Classification level	Excluded Professional B		
Position affiliation	<input type="checkbox"/> AUFA <input checked="" type="checkbox"/> Excluded		
Location	Virtual		
Department	Information Technology		
Reports to	VP IT & CIO (999994)		

#### Position summary

Reporting directly to the Vice President Information Technology and CIO (VPITCIO), the Executive Assistant (EA) is responsible for provision and coordination of the following essential services within the Office of the Vice President Information Technology and CIO (OVPITCIO):

- Management of support services,
- Administrative support for all Director-level and Deputy CIO OVPITCIO staff,
- Assistance in supporting the HR, financial and project aspects of the division, and
- Generation of reports and documentation as required and requested.

A key requirement of this position is managing and coordinating the flow of information and activities within the OVPITCIO. The EA ensures the smooth operation of the administrative functions and completion of projects as required by the VPITCIO. The EA provides assistance, when required, to the Director-level staff and Deputy CIO of the OVPITCIO.

The EA acts under the general direction of the VPITCIO, but demonstrates initiative and is capable of working independently and with minimal supervision. The position requires a high degree of confidentiality and discretion. Exceptional organizational skills, problem solving, and the ability to optimize software, processes and databases are an essential component of this position.

#### Duties and responsibilities

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

##### **General Management (55%)**

- Effectively optimizes and manages the VPITCIO's calendars and schedule.
- Directly involved in the preparation, maintenance, and recording of activity schedules on a daily, weekly, and monthly basis.
- Coordinates the logistics of meetings, social functions, and special events including meeting rooms, teleconference details, lunches/dinners.
- Coordinates travel arrangements.
- Initiates correspondence and reports for the VPITCIO by researching, compiling

information and preparing initial drafts, and ensuring deadlines are met.

- Liaises with the VPITCIO along with peers and other staff as required to mediate and resolve administrative concerns as delegated by the VPITCIO.
- Provides consultation and assistance to VPITCIO staff when required.
- In the absence of key members of the department, ensures that activities or priorities that arise are actioned or referred to alternate department members.
- Oversees the development, updating, and documentation of administrative procedures and ensures procedures are followed appropriately.
- Must keep current with all policies and procedures and routinely communicate these changes to staff in the OVPITCIO.
- Responsible for administration of leave requests, staff records forms and vacation schedules for staff members including any temporary or casual staff members.
- Recruits and supervises staff (support, temporary, or casual) as required.
- Obtains signatures and monitors progress through various levels of signing required for HR forms and processes, and all other OVPITCIO department forms.
- Creates, maintains and updates organizational charts.
- Responsible for the confidential records management and retention of OVPITCIO files.
- Liaises with EPO, HR & Finance, HR Advisory Partner, and Administrative Assistant to ensure smooth daily management of all office management details of OVPITCIO
- Accepts from time-to-time, such additional responsibilities, duties and assignments, as may be appropriate.

#### **Committee Support (45%)**

- Provides administrative support for the activities of the OVPITCIO.
- Coordinates meeting logistics including draft agendas, meeting packages, meeting rooms, Skype/ teleconference details, and accurate and timely calendar invites.
- Takes minutes at meetings as required and follows up on action items.
- Coordinates and prepares regular and ad hoc reports for the Executive Team, The Board and all standing committees 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*

#### Communication

- Excellent communication and organizational skills, as the EA is responsible for developing and maintaining effective relationships with a variety of internal and external individuals and groups.
- The EA requires exceptional diplomacy.
- Must be able to effectively communicate priorities and gather, interpret and act upon information from various sources.
- Regularly interacts and communicates with executive officers, department heads, directors and their equivalents in other organizations/institutions.
- Knowledge and implementation of department policies and procedures and an understanding of FOIP policy.
- Is respectful and able to maintain confidentiality

#### Supervision

- May supervise staff (support, temporary or casual) with administrative responsibilities relating to the OVPITCIO, if required.
- Fosters a team approach within the OVPITCIO.
- Responsible for personnel matters affecting the OVPITCIO. This includes coordinating recruitment, training, performance reviews, managing and motivating staff.

#### Impact of service or product

- The EA will prioritize, provide projected dates of completion and follow-up on work as assigned by the VPITCIO.
- Because of the potential impact to executive team and other committees, adherence to deadlines and schedules is imperative.
- Submission of reports, timesheets, expense claims, invoices, appointments, and other requests within strict deadlines is required.

#### Independence of action

- Works independently with little or no supervision and is expected to prioritize all work assigned by the VPITCIO.
- Sets priorities, develops a work schedule, monitors progress towards goals, and tracks details/data/information/activities.
- Requires attention to detail, accuracy, quality and the ability to revise schedules to accommodate changing priorities.
- Exercises independent judgment in the assessment of support service needs.
- Provides solutions to routine problems, understands the process of researching and analyzing projects when necessary.
- The work completed in this position must be in compliance with all applicable University policies and procedures.
- Demonstrated high degree of discretion, confidence, good judgment and professionalism when handling sensitive, personal and confidential information.

## Complexity

- Operates in a fast-paced environment, under constant change with frequent interruptions. Priorities must be adjusted on demand.
- Adaptability and flexibility is required, together with the ability to effectively oversee and undertake multiple tasks related to regular administrative duties in OVPITCIO.
- Must be able to effectively provide counsel and advice to the VPITCIO; and effectively research, gather and analyze information from a variety of sources, to develop and prepare reports, presentations and correspondence for internal and external distribution.

## Planning

- Ensures tasks assigned to the department by the VPITCIO are completed by the responsible parties in a timely and efficient manner.
- Ability to prioritize work is integral.
- Effectively research, analyze, prepare and develop reports, presentations and correspondence.
- Familiarity with all departments and personnel to be able to direct inquiries and follow-up on operational requirements.

## Section II: Qualifications

### Qualifications

Includes education, experience, skills, abilities, and any other special qualifications required. The qualifications relate to the position not the incumbent.

- Undergraduate degree with more than three (3) years' of progressively more complex administrative experience, preferably in a post-secondary environment. An equivalent combination of education and work experience may be considered.
- Outstanding interpersonal, verbal and written communication skills as well as excellent organizational, time-management and administrative skills.
- AWS Academy Cloud Foundation course completion
- Strong critical thinking and decision-making skills.
- Expert knowledge of key office computer systems and software, preferably including knowledge of Microsoft Office, Adobe and SharePoint.
- Ability to work effectively under pressure, set priorities in relation to own work and delegate/allocate tasks as required.
- Must have the capability to deal effectively with a varied, demanding schedule, multi-task and maintain accuracy while meeting deadlines and cope in an interruption driven



environment.

- Ability to be analytical, detail-oriented, flexible and decisive, and to analyze and resolve specific problems in a timely fashion.
- Must be able to work in a team environment and uphold the University's values.
- Work independently, prioritizing and re-prioritizing work, but able to recognize the need for keeping others informed, as required.
- Respect and maintain confidentiality. Ability to address confidential and sensitive issues on a wide range of topics on a continuing basis.
- Certifications and extensive knowledge of relevant administrative policies and procedures would be an asset.