

## **POSITION DESCRIPTION**

### **PART I - IDENTIFYING DATA**

**Position No:**

**Working Title:** Executive Assistant

**Division:** Faculty of Applied Arts

**Headquarters:** Whitehorse

**Supervisor's Title:** Dean, Applied Arts

**Date Description Completed:** May 27, 2021

**Date Revised:** Sept. 6, 2023

### **PART II - SUMMARY (Broad statement as to why position exists)**

Reporting to the dean of Applied Arts, the incumbent will provide executive-level administrative support to the dean of Applied Arts and the Dean's Office, working cooperatively and effectively as part of the Faculty of Applied Arts' administrative team as well as with other departments of Yukon University. This position requires a significantly high level of independence, confidentiality, and initiative and must coordinate activities with other members of the campus community.

#### **A. Duties and Responsibilities**

##### **1. Major function - the single most important activity or responsibility required (describe what is done, why it is done, and how it is done):**

**Provides executive-level support to the dean of Applied Arts and the Applied Arts leadership team, by:**

- a. supporting Applied Arts Faculty Council (includes: serving as a central point of contact; organizing meetings; ensuring proper in-person and/or online arrangements are made; preparing agendas and background information; attending meetings and recording minutes; preparing, organizing and distributing meeting documents to members; advising on meeting procedure; conducting follow-up actions; supporting continuous improvement of processes; maintaining records and archiving information, as necessary);
- b. supporting Program Advisory Committees (includes: serving as a central point of contact; organizing meetings; ensuring proper in-person and/or online arrangements are made; preparing agendas and background information; attending meetings and recording minutes; preparing, organizing and distributing meeting documents to members; advising on meeting procedure; conducting follow-up actions; supporting continuous improvement of processes; maintaining records and archiving information, as necessary);
- c. ensuring the dean's appointments and long-range obligations are calendared and coordinated and ensuring travel arrangements are made and approval forms are completed and processed after travel;

- d. supporting and assisting with projects and academic initiatives by researching information; developing work plans for projects, events and activities; communicating with stakeholders; preparing reports and, as needed, presenting information on behalf of the dean;
- e. supporting recruitment processes for new faculty by organizing interviews and conducting reference checks, as needed.
- f. reporting information to the dean, as required, to ensure high-quality programming, and by recommending actions or policy to improve functions;
- g. communicating updates, changes, and new initiatives on behalf of the dean to the Faculty of Applied Arts and YukonU;
- h. responding to phone, e-mail and in-person enquiries, providing information, taking messages or referring enquiries to the appropriate departments and/or personnel for response;
- i. drafting and/or word-processing forms, reports, contracts, minutes, and memoranda as required;
- j. maintaining security and confidentiality of a wide range of files;
- k. establishing and maintaining an effective system of files and records for the Faculty of Applied Arts;

**Approximate percentage of job time above functions are performed: 70%**

**2. Other principal duties, in order of importance (describing for each what, why, and how, and approximate percentage of job time required):**

- a. providing financial support to the dean of Applied Arts (may include: monitoring Faculty budgets, by collating variance reports for review by the Applied Arts leadership team; reviewing financial statements for errors, ensuring corrections are made, and liaising with the Budget Officer; processing departmental purchase requisitions, accounts payable/receivable authorizations, petty cash, and expense claims; assisting with the budget in consultation with the dean);
- b. monitoring and coordinating administrative inputs and outputs to the Banner system (may include journal vouchers, purchasing, and stores requisitions), and advising staff on general Banner procedures;
- c. interpreting, advising, assisting, orienting, and training Applied Arts staff on administrative, finance, and personnel matters and procedures, as needed.
- d. monitoring administrative forms submitted by Applied Arts staff, checking for accuracy and forwarding to the dean/chairs;
- e. working with personnel across YukonU's academic faculties to organize systems and procedures, arrange transactions, and clarify information, etc., especially related to joint projects;
- f. creating and maintaining a network of communications among other YukonU

departments;

- g. filling in for Applied Arts administrative assistant(s), when required, by performing general reception and office tasks;
- h. serving on YukonU committees, as assigned or interested, and attending school-level meetings (optional);
- i. participating in available training and skills updating activities to ensure currency of job related/professional development skills;
- j. Other related duties.

**Approximate percentage of job time above functions are performed: 30%**

**3. Approximately how long will it take for a fully qualified employee from outside the work unit to reach the full working level of the position:**

One year - to experience completed academic and financial cycles.

**B. Problem-solving and decision making**

**1. a) List any acts, Regulations, and/or Policies/Procedures with which the incumbent must be familiar to perform the position's functions:**

- Yukon University Act
- YukonU Policies & Procedures
- YukonU Academic Regulations and Procedures
- Agreements between the Faculty of Applied Arts and partner agencies
- YukonU Calendar/YukonU Website
- YukonU Student Information Handbook
- Canada Copyright Act
- Yukon Employment Standards Act
- Yukon Occupational Health & Safety Act
- Yukon Access to Information and Protection of Privacy Act
- Collective Agreement between the Public Service Alliance of Canada and YukonU
- Applied Arts Faculty Council terms of reference

**b) Is the position responsible for interpreting, administering, or enforcing any of the above? If yes, explain.**

Yes - the application of all as required by job functions

**2. a) Describe the kinds of recommendations the incumbent is regularly required to make and to whom:**

To the dean and Applied Arts leadership team on procedures and processes for

ensuring the most effective and efficient flow of information to and from the dean's office and the Applied Arts Faculty Council and regarding improvements to administrative processes and policy changes.

**b) Who normally makes the final decisions with respect to those recommendations:**

Supervisor

**3. a) Describe the kinds of final decisions regularly made for which the incumbent is held accountable:**

- meeting times and locations;
- purchases within delegated limits;
- work task priorities;
- front-line problem-solving decisions;
- planning of special events;
- management and/or re-direction of requests to see dean;
- accurate information and advice provided to University staff, students and outside agencies.
- approval of casual time sheets/stipends

**b) What is the direct impact of those decisions?**

Credibility and professionalism of YukonU and the Faculty of Applied Arts in the eyes of both internal and external stakeholders.

Smooth functioning of Applied Arts and effective assistance to staff, students, and public.

Support of a student learning-centred culture.

**C. Freedom to Act**

**1. Describe the way in which this position receives directions:**

From dean, although incumbent must demonstrate independence on day-to-day workload, including setting priorities.

**2. What legislation, regulations, procedures or established practices guide, constrain or limit the activities of this position:**

B. 1 (a)

**3. How is the work of the position normally checked?**

Regular feedback from supervisor, meetings with unit managers/supervisors, and annual performance review.

**4. What types of decisions are normally referred to the supervisor (give examples)?**

Expenditures beyond delegated levels; all matters not covered by policy and procedure guidelines; work priority conflicts; unusual enquiries from the general public, students, or staff; course and contract proposals; complaints; and applications for instructional positions.

**D. Financial Accountability**

**1. Program Dimensions:**

**a) Annual Budget (for unit under the direct control of the position):**

<b>Fiscal year:</b>	<b>\$</b>
<b>Annual Payroll:</b>	<b>\$</b>
<b>O/M Budget (excluding payroll):</b>	<b>\$</b>
<b>Capital Budget (excluding payroll):</b>	<b>\$</b>
<b>Revenues:</b>	<b>\$</b>
<b>Recoveries:</b>	<b>\$</b>

**Who prepares the budget?**

Applied Arts leadership team with support from budget officer

**What is this position's accountability for budget once allocated?**

Responsible for monthly monitoring of Applied Arts financial statements and variances, running and distributing financial reports, and for operating within budgetary guidelines; monitoring spending and alerting supervisor to potential problems.

**b) Does this position have authority/ability to reallocate resources?**

No

**c) Signing authority levels: delegated spending authority (what section and for what amount)**

Requisition for purchases within amount approved under YukonU policy.

**E. Management Supervision of Human Resources**

**X 1. No supervisory duties.**

**2. Supervisory duties.**

a. Number of positions supervised directly: Permanent – N/A  
Aux/Casual –

b. Nature of supervision: (check any of the following supervisory tasks that are to be performed on a regular basis):

- ☐ a) show colleagues how to do tasks
- ☐ b) train other employees in work procedures
- ☐ c) assign work and review for quality/quantity
- ☐ d) establish work priorities and schedules
- ☐ e) change duties and responsibilities
- ☐ f) participate with the supervisor in employees' performance evaluations, or formally appraise employees' work performance and discuss appraisal with them, making a final recommendation to advance or withhold merit increments
- ☐ g) recommend appointment or rejection upon completion of probationary period
- ☐ h) interview employees with attendance or performance problems
- ☐ i) act as first formal step in the grievance procedure
- ☐ j) interview candidates for vacant positions in the unit
- ☐ k) give option to supervisor on selection of new employees, or make final decision on selection of new employees
- ☐ l) other

#### F. Key Personal Contacts

<u>Who (what position or group)</u>	<u>Purpose</u>	<u>Frequency</u>
Supervisor	Work assignment/advice	Daily
Faculty personnel	Program/administrative support	Daily
Administrative Services personnel	Communication and liaison	Daily
External Partners & Funding Agencies	Admin/finance reports	Monthly
PAC members	Meeting organizational	Every 6 mos.

#### G. Tools, Equipment, or Machinery Used

<u>Name</u>	<u>Purpose</u>	<u>Frequency</u>
Computer		
- MS Word/Excel	Administrative Duties	30% Daily
- E-mail	Administrative Duties	30% Daily
- Banner/FAST	Administrative Duties	30% Daily
- Telephone	Communications	2% Daily

#### Meetings

- Zoom/Teams, teleconferencing
- Other – includes standing/walking
- Photocopier
- Fax
- Walking
- Cart

Meetings	5% monthly
Copying	2% Daily
Information Transmission	1% Daily
Meetings, etc.	5% Daily
Moving materials	5% monthly

#### H. Working Conditions

**Describe any adverse conditions that are normal and expected on the job.**

**a) Describe weights lifted:**

<u>Type</u>	<u>How heavy</u>	<u>Percentage of time</u>
Equipment, materials & supplies	Up to 10 kg.	5%

**b) What working conditions (sitting, standing, bending, reaching) or types of physical effort (hiking, walking, driving) are required?**

<u>Type</u>	<u>Percentage of time</u>
Standing	35%
Sitting	50%
Walking	5%
Operating tools & equipment	5%
Lifting	5%

**c) Describe any physical hazards present:**

<u>Type</u>	<u>Percentage of time</u>
N/A	

**d) Describe special physical conditions leading to discomfort:**

<u>Type</u>	<u>Percentage of time</u>
Nil	

**e) Interpersonal Conditions**

**Check any of the following conditions which are normal and expected in the job and give examples:**

- high level of dissatisfied clients
- high level of emotional clients

- potential physical abuse from clients
- X regular critical deadlines (meeting organization, agenda & minutes; budget planning)
- X high level of irregular critical deadlines
- X constant interruptions – e.g., central administrative area for Faculty
- X instructions from more than one source (key member of a Faculty leadership team)

**f) Travel Required**

- |   |            |
|---|------------|
| a) average number of trips annually     | 1-2        |
| b) average number of days per trip      | 2-3        |
| c) average distance per trip            | 600 km     |
| d) most frequent mode of transportation | car or air |

**I. Organizational Chart**

- Complete portion above dashed line whether the position supervises or not.
- Complete portion below dashed line if this position supervises others.

**IMMEDIATE SUPERVISOR'S POSITION**

Title: Dean

Classification Level: MG04

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**PEER POSITIONS: (all those reporting to the same immediate supervisor)**

Title: Chair

Title:

Classification Level: BU09

Title: Program Director and Chair, Yukon School of Visual Arts

Classification Level: BU10

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**SUBJECT POSITION TITLE: Executive Assistant, Dean of Applied Arts**

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**SUBORDINATE POSITIONS:**

n/a

**PART III - SIGNATURES**



I confirm that this describes the duties and responsibilities I require of an incumbent in this position and have reviewed the description with the incumbent (where applicable).

I have read the foregoing position description and understand that it is a general description of the duties and responsibilities assigned to the position I occupy.

.....  
Dean or Designate

.....  
Incumbent

Date: .....

Date: .....

## **PART IV - QUALIFICATIONS**

**To be completed by the Dean or designate**

### **A. Minimum Knowledge, Skills, and Abilities Required**

- Extensive administrative, organizational, financial and written communication skills and experience applicable to support a member of the University's senior team.
- Strong ability to analyse and solve multiple requests and/or problems systematically.
- Ability to judge among many competing demands and set effective priorities.
- Extensive use and experience using computers for administrative support and desktop publishing such as Microsoft Word, Excel, PowerPoint, Publisher and Adobe Pro.
- Superior ability to work independently, make decisions and act under pressure and tight deadlines.
- Superior ability to prioritize tasks and workload with minimal intervention.
- Ability to promote, persuade, and communicate effectively both orally and in writing.

- Excellent writing skills for drafting correspondence, briefing documents, reports.
- Excellent computer skills for word-processing, desktop publishing, databases, spreadsheets, communications, administrative systems, presentations and research.
- Working knowledge of protocol expectations of senior representatives of colleges, universities, international organizations and governments (including First Nations governments).
- Ability to do preliminary research and write reports on findings.
- Advanced knowledge of office practices and procedures.
- Advanced knowledge of bookkeeping, budgets and/or financial processes.
- Ability to organize and chair meetings, prepare agendas, background material, take notes and prepare minutes.
- Exceptional organizational skills and ability to plan and organize activities and events
- High degree of professionalism, tact and diplomacy.
- Exceptional interpersonal, client service, and group facilitation skills.
- Strong conflict resolution skills.
- Ability to handle sensitive and highly confidential documents, communications, and situations.
- Ability to assess situations/needs quickly and act professionally in these situations by assisting or directing clients to appropriate resources.
- Strong team player and ability to work within a diverse and busy team
- Sensitivity to cross-cultural/ international issues.

**B. Licenses, Certificates Required - Give title and section of any legislation, regulations, or other authority where applicable.**

Minimum Bachelor's degree (in Communications, Business, Arts or Sciences)  
Valid Driver's license

**C. Other skills and/or knowledge which may be desirable, but not necessarily essential to the performance of the position's duties.**

- Knowledge of academic culture and the post-secondary education sector in general
- Specific knowledge of the Banner Digital Campus<sup>RTM</sup> system

**PART V – UNIVERSITY SIGNOFF**

Comments:

I approve this position description as being representative of the work I require to be performed and that the responsibility levels identified have been delegated to this position.

.....  
Director, Human Resources

.....  
Yukon University President/Vice President

Date: .....

Date: .....

**FOR HUMAN RESOURCE SERVICES USE ONLY:**

Evaluation Point Results:

Knowledge and Skills: ...122.....

Accountability: ...30....

Mental Demands: ...40....

Working Conditions: ...0....

Total Points: ...192.....

Pay Level: EX09