

YUKON UNIVERSITY
POSITION DESCRIPTION

PART I - IDENTIFYING DATA

Position Number: YC1010
Position Title: Administrative Assistant

Division: YukonU Research Centre NEI

Headquarters: Ayamdigut Campus
Supervisor's Title: Industrial Research
Chair in Northern Energy Innovation
Date Description Completed: March 20, 2013
Date Description Updated: May 22, 2025

PART II - SUMMARY (broad statement of why position exists)

Reporting to the Industrial Research Chair in Northern Energy Innovation, this position is responsible for assisting Northern Energy Innovation by coordinating and monitoring a broad range of support services, primarily administrative in nature, that enables NEI to serve its clients effectively and fulfil its mandate within Yukon University.

A. Duties and Responsibilities

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

Providing administrative support for Northern Energy Innovation (NEI) by:

- a) Assisting Industrial Research Chair in Northern Energy Innovation by managing calendar appointments and alerting the Chair of deadlines on commitments.
- b) Coordinating meetings, workshops, open houses, events, and information sessions hosted by the NEI by booking facilities, managing invitations and responses, coordinating meeting logistics, creating and distributing meeting agendas and supporting documentation, and providing other assistance as required.
- c) Drafting, editing and proofreading handouts, forms, calendar copy, reports, correspondence, contracts, minutes, or memoranda as required.
- d) Coordinating requests from students, staff and/or members of the public regarding information requests, and directing inquiries to appropriate resource people as needed, and providing reception services for the Division.
- e) Providing internal mail pick up and distribution.
- f) Managing Divisional signing queues.
- g) Development and maintenance of a comprehensive office procedures manual.

- h) Supporting the hiring and administration of perm, term and casual staff through the processing of casual hires, preparation of staffing requests, management and submission of timesheets, and collation, submission and filing of employee performance plans.
- i) Coordinating travel for Divisional staff by preparing and processing travel claims before and after travel, arranging travel logistics including transportation and accommodation, and completing insurance and Workers Compensation Health and Safety paperwork.
- j) Updating and maintaining Divisional systems for central program records and information, and archiving records as necessary.
- k) Maintaining storage areas, including disposal of unneeded records and supplies.
- l) Maintaining security of office area and records including keys, purchasing tools, personnel records and timesheets, financial information, and other confidential information.
- m) Operating and maintaining office equipment, arranging for repairs and servicing as required, and scheduling usage and invoicing for such usage where necessary.
- n) Ordering office supplies as required.
- o) Participating in discussions and making suggestions in support of improvements to administrative services, processes and procedures.
- p) Organizing and coordinating workspaces for new and existing staff, students and visiting researchers, maintaining records of space allocation, and ordering of business cards, door plates, name tags, supplies, etc. for new staff.
- q) Attending Occupational Health and Safety meetings on behalf of the NEI, coordinating NEI office inspections, and coordinating responses to inspection action items.
- r) Providing administrative services in support of purchasing and basic financial management, and assisting and advising staff on associated procedures.
- s) Authorizing payment of invoices within designated signing authority in accordance with approved spending plans developed by program staff, incumbent and Director.)

Approximate percentage of job time above functions are performed: 90%

2. Other Principal Activities, in order of importance (describing for each what, why, and how, an approximate percentage of job time required, rounded off to the nearest 5%)

- a) Other comparable duties as assigned.

Approximate percentage of job time above functions are performed: 5 %

3. Examples of Additional Divisional Activities which may be performed:

- a) Contributes to University as a whole through participation on university committees and at general meetings as assigned.
- b) Supports collection and maintenance of metrics and indicators associated with Divisional programs, services and performance.

- c) Provides administrative coverage for other areas in the university as required.
- d) Performs other related duties as required;

Approximate percentage of job time above functions are performed: 5%

5. **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:**

Approximately 6 months.

B. Problem-solving and decision-making

1. a) **List any sections of Acts, Regulations, and Policies or Procedures the incumbent must be fully familiar with in order to perform the position's functions:**

Relevant sections of: Yukon University policies & procedures Manual, Human Rights Act, Copyright Act, Student Information Handbook, Yukon University Calendar.

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

Yes – the application of a) above in daily work
Administering the correct procedures

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

Supervisor – suggestions for improved services, changes to office procedures and general administrative procedures.

- 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.**

Final Decisions regularly made include: purchases within delegated limits in accordance with approved spending plans, approval of casual timesheets, providing accurate information to students and public, setting priorities among work tasks.

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

Direct impact includes: Commitment of funds, dependability of pay being on time and accurate, smooth functioning of division, effective assistance to staff and students.

C. Freedom to Act

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

Direction is received daily from Supervisor, and task requests are made daily by Divisional staff.

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

See B. 1 a)

3. How is the work of the position normally checked or evaluated?

Regular feedback from: supervisor, staff, students, and formal periodic evaluations.

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

Decisions include: expenditures beyond delegated limits, unprecedented changes to work procedures, work priority conflict, and unusual queries or concerns from students, staff or public.

D. Financial Accountability

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

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

b) Who prepares this budget?

Supervisor

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

Accountable for payment of items authorized within designated signing authority according to agreed spending plans.

d) Does position have authority/ability to reallocate resources? (describe)

No

e) Signing authority levels:

Requisition for purchases within amount (\$2,000) approved under University Policy and payroll in accordance with approved spending plans.

E. Management Supervision of Human Resources

☒ **1. No direct supervisory duties.**

☐ **2. Supervisory duties.**

a) Number of positions supervised directly:

Permanent ____
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 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 opinion to supervisor on selection of new employees, or make final decision on selection of new employees
- l) _____ Other (describe)

F. Key Personal Contacts

<u>Who (what positions or groups)</u>	<u>Purpose</u>	<u>Frequency</u>
Supervisor	Consultation	Daily
NEI Staff	Support/Advice	Daily
Students	Support	Daily
General Public	Information/Making Appointments	Daily
Other College Staff	Information	Daily
Agencies	Information	Weekly
Other Colleges	Program Information	Weekly

G. Tools, Equipment, or Machinery Used

<u>Name</u>	<u>Purpose</u>	<u>Percentage of Time</u>
Computer	Word Processing, e-mail, spread sheet, database, electronic calendar, Banner, and Internet search, event and service information posting on electronic mediums	65-70%
Calculator	To perform calculations	2%
Telephone	Communications	10%
Photocopier	Copying	2%
Fax	Information transmission	1%

H. Working Conditions

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

a) Describe weights lifted:

<u>Type</u>	<u>How Heavy</u>	<u>Percentage of time</u>
Equipment, materials & Supplies	up to 10kg.	5%

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

<u>Type</u>	<u>Percentage of time</u>
Standing/walking	25%
Sitting	65 - 70%

Lifting

5%

c) Describe any physical hazards present:

Type

Percentage of time

Nil

d) Describe special physical conditions leading to discomfort:

Type

Percentage of time

N/A

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 e.g. students having financial/personal problems
- ☐ Potential physical abuse from clients
- ☒ Regular critical deadlines e.g. short notice on workshop/travel schedules requiring booking of vehicles, obtaining supplies, payroll, hiring of contract employees, high level of irregular critical deadlines
- ☒ Constant interruptions e.g. telephone and walk in clients
- ☒ Instructions from more than one source e.g. instructions from Director and area staff
- ☒ Students or staff under work related stress e.g. students in financial/personal problems

Examples in support of above:

f) Travel Required

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/Director or Designate

.....
Incumbent

Date:

Date:

PART IV - QUALIFICATIONS

To be completed by the Dean/Director or designate

A. Minimum Knowledge, Skills, and Abilities Required

- Diploma, degree or comparable credential in office administration or similar field
- Good knowledge of office practices and procedures
- Extensive use and experience using computers for administrative support and desktop publishing such as Microsoft Word, Excel, PowerPoint and Publisher.
- Knowledge of basic bookkeeping practices
- Broad range of excellent secretarial, administrative skills
- Strong organizational ability, and ability to develop organizational systems
- Excellent interpersonal and communication skills
- Ability to communicate effectively both orally and in writing
- Ability to work within a diverse and busy team
- Strong ability to work independently and under pressure
- Ability to maintain confidentiality
- Strong ability to analyze and solve problems systematically
- Ability to plan and organize activities
- Sensitivity to cross-cultural issues
- Ability to assess situations/needs quickly and act professionally in these situations by assisting or directing students/clients to appropriate resources
- Ability to provide exceptional customer service
- Demonstrate creativity and initiative in problem solving
- Strong team player

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

- Administrative Assistant/secretarial certificate or equivalent work experience

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

Knowledge and experience in learning new computer applications

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 Services

.....
University President

Date:

Date:

FOR HUMAN RESOURCE SERVICES USE ONLY:

Evaluation Point Results:

Knowledge and Skills: 92

Accountability: 30

Mental Demands: 20

Working Conditions: 0

Total Points: 142

Pay Level: 5