

YUKON UNIVERSITY
POSITION DESCRIPTION

PART I - IDENTIFYING DATA

Position Number: YCXXXX
Position Title: Administrative Assistant
Incumbent:
Division: Continuing Studies - Centre for
Northern Innovation in Mining

Headquarters: Ayamdigut Campus
Supervisor's Name: Ginny Coyne
Supervisor's Title: Coordinator
Date Description Completed: June 16, 2025

Date Description Updated

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

The Administrative Assistant position is responsible primarily for assisting the Centre for Northern Innovation in Mining (CNIM) staff by providing and monitoring a broad range of support services, primarily administrative in nature. This includes human resources, finance, administrative services, and other related duties to help serve NCP clients effectively and fulfil the project mandate within Yukon University.

A. Duties and Responsibilities

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

1. Providing administrative support for the Centre for Northern Innovation in Mining (CNIM) staff by:

- a) Organizing appointment bookings for CNIM staff, including initial contact with students, basic assessment of needs and requests, protection of confidentiality, coordination of schedules, and appointment calendars.
- b) Coordinating various types of meetings, workshops, open houses, events, and information sessions by booking facilities, audio-visual equipment, preparing agendas and background information as required, ensuring proper physical arrangements are made, attending meetings, recording minutes, preparing, organizing and distributing documentation to members, and follow-up action(s).
- c) Word processing, drafting, editing and proofreading: handouts, forms, calendar copy, reports, correspondence, contracts, minutes, or memoranda and preparing financial and statistical reports as required.
- d) Providing reception services by directing staff, students and members of the public; receiving and transferring inquiries to the appropriate person; providing mail pick-up and distribution as required.
- e) Coordinating and providing administrative inputs and outputs to the operating software system for the program, including entering journal vouchers, course creating, purchasing and stores requisitions and advising staff on general operating software procedures.

- f) Facilitating the delivery of programs through processing of casual hires, time sheets, scheduling; booking facilities and audio-visual equipment; arranging instructor travel, including booking accommodation and rental vehicles; facilitating the acquisition and delivery of course material, supplies and equipment. Liaising with partnered post-secondary institutional departments as required and including: processing forms, reports, and correspondence for facilitation of program delivery.
- g) Initiating course creates and revisions; accessing and inputting course information on the operating software system. Maintaining systems for central program records and information and archiving records as necessary.
- h) Assisting instructors by assisting with university forms; creating course schedules and lab schedules; conducting preliminary research for curriculum course information and reference materials.
- i) Registering students when appropriate; ensuring registration details are completed with Admissions and appropriate books and materials are mailed. Collecting and maintaining student wait list data to determine public interest for future course offerings.
- j) Distributing and tracking non-credit course certificates and other specialized tickets.
- k) Maintaining security of office area and records including exams, student records and appeals, evaluations, financial data, and other confidential information.
- l) Operating and maintaining office equipment such as phones, photocopiers, monitors, smart TV's, video conferencing, computer lab equipment, etc. Arranging for repairs and servicing as required and scheduling for usage where necessary.
- m) Participating in discussions and making suggestions for new initiatives, general planning functions, budget preparation, and making recommendations and suggesting solutions to administrative problems and procedures.
- n) Assisting with Division publicity by coordinating arrangements with University Relations and suppliers for advertisements, brochures, and flyers, etc.
- o) Ensuring promotional course information is updated and accurate in advertisements.

Approximate percentage of job time above functions are performed: 75 %

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%)

Provides financial support to Program staff by:

- a) Assisting program staff with budget preparation and unit spending plans to guide all aspects of finance and administration, including production and monitoring of revenue and expenditure reports, variance reports, reallocation of funds within accounts, preparation and balancing of Journal Vouchers for entry on the operating software system.
- b) Preparing and authorizing personnel documentation such as employment hires and time sheets; producing the employment agreement for personnel/finance approval, obtaining signatures, authorizing stipends and time sheets and ensuring they are received in payroll on time.

- c) Coordinating and providing administrative inputs and outputs to the operating system for the Program, including entering journal vouchers, course creates, purchasing and stores requisitions and advising staff on general operating system procedures.
- d) Coordinating, preparing and administering purchase orders, accounts payable/receivable, petty cash, third party contracts etc., for Program as required and advising staff on university financial guidelines and procedures.
- e) Authorizing payment of invoices within designated signing authority in accordance with approved spending plans developed by program staff, incumbent and Program coordinator.
- f) Monitoring the program budget including third party revenues, by reviewing monthly financial statements, through the operating system, for errors in coding, ensuring corrections are made through journal vouchers and follow-up as required; preparing and distributing financial summaries, and alerting budget holders of potential problems.
- g) Resolving scheduling conflicts.
- h) Designing brochures and newspaper ads using university guidelines, proofing ads for accuracy and ensuring that corrections are made by the papers or radio stations, communicating with ad reps at the papers and the radio stations to ensure that ads are placed in an accurate and timely manner.

Approximate percentage of job time above functions are performed: 15 %

Provides clerical, communications and customer service support to Program staff by:

- a) Maintaining relevant Divisional sections of the University website as directed.
- b) Coordinating requests from students or other clients for education or career planning information, assisting students with search for career, education, and financial information and directing inquiries to appropriate resource people as needed.
- c) Providing customers with accurate information and/or referring customers to the appropriate staff member or service which involves responding to and clarifying customer inquiries about courses and programs in the division, assisting customers with completion of registration or administrative forms, and explaining processes and procedures.
- d) Working with other groups such as the Advanced Education Apprenticeship Branch (YTG).
- e) Maintaining inventory and organization of supplies.

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

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

- a) Contributes to University through participation on University committees and at general meetings as assigned.
- b) Collects and maintains statistical data on Division programs and services.
- c) Provides administrative assistance to other support service staff.
- 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 one (1) year/academic year

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:

Yukon University Policies & Procedures Manual, Yukon University Academic Regulations, 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 time sheets/stipends, 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:

The Division head establishes goals and objectives in discussion with the incumbent and other Division staff. The incumbent must demonstrate independence on day-to-day workload including setting daily priorities.

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, students, faculty and other staff 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 assisted by incumbent

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 approved spending limit under University Policy.

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
Division Staff	Appointments/Support	Daily
Instructors	Program Support /Advice	Daily
Students	Setting up Appts. /Support	Daily
General Public	Information/Making Appointments	Daily
Other University Staff	Information	Daily
Agencies	Information	Weekly
Other University staff	Program Information	Weekly
Admissions Office	Course/Catalogue information	Weekly
Funding agencies	Funding agreement for students	Monthly.

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, 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 division 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

- Good knowledge of office practices and procedures
- Good knowledge of Banner software specific to their areas needs
- 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
- 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