

IDENTIFICATION

Job Title:	Admin Assistant	Division:	Research
Name of Immediate Supervisor:	Davon Callander	Position Number:	YC1288
Supervisor's Title:	Director, Research and Innovation	Effective Date:	February 2026

Purpose of the Role

Summarize, in a few sentences, the purpose of the job within the context of the Yukon University. It is not detailed list of how the job is done, or a list of tasks and activities, nor is it a list of duties or responsibilities. It should answer the following questions:

- What is it that the job is intended to achieve?
- What would not get done if the job did not exist?
- What is the contribution that the job makes to Yukon University?

Provides comprehensive administrative and operational support to the Research Services Office and YukonU Research Centre to ensure the efficient delivery of research administration, financial processes, human resource coordination, and client services. The role enables researchers and staff to access timely information, resources, and administrative systems necessary to support Yukon University's research activities.

Key Responsibilities

Indicate the key responsibilities of the job (maximum 5-7). Main duties/responsibilities are used to define the work that needs to be performed in a job on a regular basis (this is not a list of tasks). Indicate important details to provide a broad overview of the role and its responsibilities. Include the impact the job will have on the organizations' results and level and type of interactions the job has both within and outside the organization. Begin your statement using an action verb, if possible.

- **Coordinate administrative operations** for the division, including meetings, events, communications, records management, and office systems to support efficient service delivery.
- **Provide financial and procurement support** by processing transactions, monitoring expenditures against approved plans, administering purchasing and travel, and ensuring compliance with university policies.
- **Support human resource administration** including casual hiring, payroll documentation, onboarding logistics, and maintenance of personnel records.
- **Deliver front-line service and information coordination** for researchers, staff, students, and external partners, responding to inquiries and directing requests appropriately.
- **Maintain operational systems and infrastructure** including digital records, workspace coordination, office equipment, supplies, and procedural documentation.
- **Support communications and outreach activities** including website updates, promotional coordination, and liaison with University Relations.

People Leadership

What type of leadership and/or supervisory responsibility for other employees of the organization does this role have? This includes the nature of and complexity of leadership required in the role. Leadership over a project or thought leadership should be included.

No direct supervision. Provides operational guidance to staff and students on administrative procedures and systems. Contributes to process improvements and administrative planning.

JOB ELEMENTS**Decision - Making**

Indicate typical decisions made independently and/or those that the job is involved with (less than 5). A decision may consist of a choice of a specific course of action or the choice to recommend course of action to someone else. It may impact resources, policy or program development direction, compliance, service, or program delivery, etc.

Statements should provide indications on the nature of the involvement (recommending, advising or formal sign off).

- Prioritizes competing administrative demands and schedules.
- Approves routine expenditures and payroll within delegated authority.
- Determines appropriate routing and response to inquiries.
- Recommends improvements to administrative procedures and workflows.

Communication and contacts

Indicate the main interactions (including verbal and written interactions) taking place on a normal and regular basis, with Yukon University's internal or external contacts, partners and/or interest groups. Describe the nature of communication, if possible, using action verbs such as exchange/share, questions and explain, counsel, influence, convince, etc. Given the breadth of situations in which interpersonal skills can be applied, particular attention should be paid to the purpose for interaction, the context and the frequency.

- Exchange information and provide guidance to researchers, staff, and students daily.
- Coordinate services with Finance, HR, Procurement, and other university units.
- Respond to public and external partner inquiries regarding research services.
- Prepare and edit professional correspondence, reports, and documentation.

Knowledge and Experience

Indicate the minimum requirements in terms of level of education and specify the field of study related to the level of education. This may differ from the job's incumbents' actual level of education. Describe the level of knowledge and business acumen required to perform the job in an effective manner. Also indicate the minimum required number of years and type of relevant experience required.

Education:

Administrative Assistant/Office Administration certificate or equivalent.

Knowledge and Business Acumen:

- University administrative, financial, and HR processes
- Office systems, records management, and confidentiality practices
- Strong organizational and customer service skills
- Proficiency in Microsoft Office and administrative systems (e.g., Banner)

Experience:

3-5 years of progressively responsible administrative experience in a complex office environment.

WORKING CONDITIONS

Specific Working Conditions & Requirements

Indicate any exceptional or challenging working conditions and/or requirements associated with this position (for example, requirements to respond to clients in opposing time zones, to travel extensively, physical effort, which are an inherent part of the job, etc.).

- High volume of interruptions and shifting priorities
- Regular critical deadlines (payroll, travel, events, hiring)
- Multiple requests from various staff and stakeholders
- Primarily sedentary office environment with occasional light lifting