

Nipissing University
JOB DESCRIPTION

JOB TITLE:	Secretary to the Director, Office of Indigenous Initiatives
DEPARTMENT:	Office of Indigenous Initiatives
CLASSIFICATION:	Secretary C
WAGE GRADE:	WG 40
EMPLOYMENT DEFINITION (STATUS):	Full-time Support
SUPERVISOR:	Director, Office of Indigenous Initiatives

SUMMARY OF FUNCTIONS:

The Secretary will provide secretarial support to the Director, Office of Indigenous Initiatives, which includes assisting with the departmental budget, small event and social media support. The Secretary will also provide office support and coordination to other members of the Team in the Office of Indigenous Initiatives and acts as the first line of contact for the Office of Indigenous Initiatives.

DUTIES & RESPONSIBILITIES:

Secretarial Support to the Director, Office of Indigenous Initiatives (50%)

- Assist the Director with day-to-day operations
- Maintain the Director's schedule, contact list, and appropriate actions/follow ups required
- Maintain the Director's filing System
- Plan and prepare travel arrangements for the Director, as required
- Compose correspondence on the Director's behalf, as directed, for approval and signature
- Assist with the preparation of specialized reports or correspondence to various levels of government and partners
- Coordinate and compile all requested meeting logistics (scheduling, venue, audio-visual requirements, catering, agendas, minutes, etc.)
- Act as recording secretary for committees or meetings with which to Director is involved, including the transcription of minutes
- Sort and prioritize all mail and make recommendations for action and initiate response with appropriate staff
- Liaise with internal departments as well as external agencies

Office Support/Coordination (40%)

- Act as primary point of contact in the Office of Indigenous Initiatives
- Prepare travel arrangements for staff of the Office of Indigenous Initiatives, as required
- Assist with the coordination and tracking of students, faculty, staff, community partners, appointments, upcoming events and resources
- Communicate and disclose pertinent information to Indigenous (First Nations, Metis and Inuit) students requesting personal and/or academic support
- Maintain awareness of various policies relating to students
- Coordinate program staff scheduling, appointments and meetings to ensure effective operation of office
- Coordinate and compile all requested special event logistics (scheduling, venue, audio-visual requirements, catering, agendas, minutes, etc.)

- Maintain the Office of Indigenous Initiatives website
- Update and organize bulk printing of various brochures, booklets and letters
- Liaise between Nipissing University and community groups
- Assist with researching/investigating partnership inquiries and opportunities for faculty and community
- Communicate and disclose pertinent information to community groups as well as provide general guidance
- Coordinate and arrange internal and external meetings
- Compile and prepare agendas, materials for meetings, reports and information packages
- Ensure that meeting minutes/summaries are composed, checked for accuracy and disseminated
- Responsible for general office duties such as answering telephone, photocopying, faxing, emailing and ensuring the necessary logistical requirements are met within the department
- Process action items from department meetings for follow-up
- Coordinate/schedule individual departmental staff meetings with Director
- Assist with the compilation of the department annual strategic planning activities
- Provide updated budget status to the Director as requested including the processing of invoices and requisition forms
- Act as departmental proof reader
- Support departmental posts on social media regularly

Budget Assistance

(10%)

- Assist with monitoring Office of Indigenous Initiatives budgets
- Assist in the planning process for annual Office of Indigenous Initiatives budgets
- Prepare expense reimbursement forms
- Assist with the preparation of funding proposals
- Assist in the preparation of annual and interim reports

Any other duties as assigned

QUALIFICATIONS:

Education: A two-year office administration diploma from a recognized college.

Training and/or experience may be substituted for formal academic training at the discretion of the University.

Training, Experience, Knowledge & Skills Required:

- Three or more years of related experience
- Experience working with Indigenous organizations
- Experience working in an educational setting would be an asset
- Experience with various computer applications (i.e. Microsoft, Powerpoint, Word, Excel, Datatel, and Email)
- Proficient interpersonal skills, particularly in working with Indigenous peoples and cultures
- Excellent understanding of, knowledge, and comfort level working with Indigenous students, communities and organizations
- Excellent organizational and multi-tasking skills with the ability to organize workload according to various requests in a deadline-oriented environment
- Excellent verbal and written communication skills
- Ability to work in an open-office concept with ongoing interruptions
- Knowledge of services available to students from both internal and external sources
- Sound knowledge of office procedures
- Ability to judge situations and discern appropriate responses
- Ability to work in a team environment as well as independently

RELATIONSHIPS/CONTACTS:

Supervised by: Director, Office of Indigenous Initiatives

Internal Contacts:

- Staff, faculty and students
- Nipissing University Indigenous Council on Education

External Contacts:

- First Nations, Indigenous organizations
- Various not for profit organizations
- Principals of schools
- Prospective partners, funders
- Travel agencies, car rental agencies, hotels
- Other educational institutions
- General public

MATERIALS UTILIZED:

- General office equipment
- Microsoft Office Suite
- Relevant policies/procedures

PHYSICAL /MENTAL DEMANDS & WORKING CONDITIONS:

- Light to moderate lifting
- Visual and mental concentration
- Fast-paced environment with tight deadlines
- Ability work under pressure
- Standard office environment
- Frequent and unexpected interruptions

I have read my position description and it has been reviewed with my supervisor. I understand what my duties and functions are, and I will carry out all of my responsibilities as herein described.

Employee Name (please print)

Employee Signature

Date

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Approvals

Supervisor

Date

Human Resources

Date