

Nipissing University
JOB DESCRIPTION

JOB TITLE:

DEPARTMENT:

CLASSIFICATION: TBD

WAGE GRADE: TBD

EMPLOYMENT DEFINITION:

SUPERVISOR:

DATE CREATED/REVISED:

SUMMARY OF FUNCTIONS:

Reporting to the ..., the ... is the ... and assists with...

Summarize the overall purpose of the position. The summary is a concise description of the total position, rarely more than five or six sentences, and includes only the most significant aspects.

DUTIES AND RESPONSIBILITIES:

Indicate as clearly as possible the major or significant duties and responsibilities associated with the position.

Indicate the approximate percentage of time for each duty.

Total percentage must equal 100%. Keep sentences short, simple and to the point.

Describe duties rather than detailed work routines. Try to refrain from using a title of “other”

Secretarial Support (50%)

- Provide support to ...
- Assist with the ...
- Prepare

Office support (50%)

- Provide support to ...
- Assist with the ...
- Prepare

Any other duties as assigned.

QUALIFICATIONS:

Education:

Indicate the minimum level of formal education necessary to prepare an individual to satisfactorily fill the duties and responsibilities of the job. Today's educational levels and standards should be used.

Please note: education level is not the level of the incumbent, but the level of education necessary to perform the duties and responsibilities of the job.

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

Training, Experience, Knowledge & Skills Required:

Indicate the **minimum** level of independent studies and/or internal and external training necessary to fulfill the requirements of the job.

- Excellent interpersonal skills
- Knowledge of university system, academic regulations and procedures
- Excellent time management skills
- Criminal Record/Vulnerable Sector Check

RELATIONSHIPS/CONTACTS:

Supervised by:

Internal Contacts: Staff, students, faculty (always)

External Contacts:

Contact references to individuals or organizations that must be contacted to carry out the duties and responsibilities of the job. The contact can be internal or external.

- General public
- Government agencies
- Ministry of

MATERIALS UTILIZED:

- General Office Equipment
- Collective agreements
- Nipissing University Academic Calendar

PHYSICAL/MENTAL DEMANDS & WORKING CONDITIONS

Physical/mental demands consider the degree and severity of exertion associated with the job. This includes the physical effort and mental concentration required for the job. Working conditions consider the agreeableness and disagreeableness of the work environment

- Little physical effort
- Some sitting, standing and walking
- Light to sedentary demands
- Visual and mental concentration
- Frequent interruptions
- Travel (indicate accurate frequency)
- Some intensive visual and mental concentration
- Evening/working

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

.....

Approvals

Supervisor

Date

Human Resources

Date

Date

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