

Nipissing University
JOB DESCRIPTION

JOB TITLE:	Clerk, Centre for Teaching and Learning
DEPARTMENT:	Centre for Teaching and Learning (CTL)
CLASSIFICATION:	Clerk C
WAGE GRADE:	WG 40
EMPLOYMENT DEFINITION (STATUS):	Full-Time Support
SUPERVISOR:	Director, Teaching and Learning
DATE CREATED:	September 2024

SUMMARY OF FUNCTIONS:

Reporting to the Director of Teaching and Learning, the Clerk assists the Director in the day-to-day operations of the Centre for Teaching and Learning (CTL). The Clerk is the first point of contact for the Teaching Hub and provides a wide range of support and coordination activities relating to all initiatives that fall within the Centre for Teaching and Learning. This position is essential for the day-to-day activities, coordination and budgetary activities of the department. In addition, this position will support the Centre by researching, analyzing, and documenting any initiatives as requested.

DUTIES AND RESPONSIBILITIES:

Coordination of the Centre for Teaching and Learning (60%)

- Support Director with coordination of daily priorities; be proactive in flagging important items
- Schedule appointments and arrange meetings, including meeting space(s) as requested
- Assist the Director by creating agendas, recording minutes, distributing meetings, documenting any action items and ensuring action items are reviewed regularly
- Assemble any required materials for various committees and distribute appropriate material to committee members as requested
- Coordinate and compile appropriate background information to support the activities of the Director
- Assist with written and verbal communications
- Assist with preparing reports, letters, and memos
- Act as key departmental copy editor/proofreader
- Draft various types of correspondence, including confidential correspondence; compose confidential letters, emails, etc. to be sent by or on behalf of the Director
- Take initiative and make decisions on matters within the scope of the position's duties and responsibilities; communicate effectively with all levels of University employees and ensure the Director is aware of any issues and or challenges that have or may arise
- Create and maintain all records and documents in alignment with best practices
- Coordinate travel arrangements as required and ensure needed materials and background information are provided
- Assist the director by being the first point of contact for the Centre, monitor the Centre's emails and phone, and welcome and direct all visitors that physically enter the Centre.

- Ensure the Centre is professional in its presentation and ensure all signage and supplies are organized and maintained
- Maintain up-to-date knowledge of the University and its current objectives
- Act as liaison with external agencies and guests to arrange visits with the Director
- Conduct research as requested on various initiatives; collaborate with others as required
- Communicate regularly with the President's, Deans', and Vice President's offices as required
- Act as liaison with external agencies and guests to arrange visits, coordinate for refreshments when necessary
- Assist with the set up and technical support for events in CTL if required

Research/Analysis/Other

(25%)

- Engage in research and produce effective written and oral reports
- Assist with policy creation and updates by gathering information and creating and providing forms and reports for review
- Coordinate and participate, as requested, in meetings with the Director and other staff
- Coordinate material in response to reporting requirements/requests from both within and external to the university
- Coordinate material for presentations/speeches for events within and external to the university
- Assist in the preparation of confidential reports for various stakeholders
- Assist with the development of web pages
- Create and evaluate processes for new and existing responsibilities of the office
- Create reports on various ad-hoc projects

Financial

(15%)

- Monitor the budget of the Centre for Teaching and Learning
- Prepare applications, requests and reports as required
- Prepare and maintain documentation as requested for Finance and HR
- Prepare requisition forms, assigning budget account numbers for supplies and expenses
- Ensure coordination across the university as required
- Report regularly to the Director on the current status of the budget

Any other duties as assigned.

QUALIFICATIONS:

Education: Two-year Office Administration diploma (or equivalent)

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

Training, Experience, Knowledge & Skills Required:

- One to three years of relevant experience
- Experience in a post-secondary educational setting is considered an asset
- Experience with computer applications (i.e., Word, Excel, PowerPoint), Teams, One, Email and Calendar applications. Experience with Microsoft 365 is considered an asset.
- Experience with content management systems
- Ability to draft professional correspondence
- Communicate with all contacts and handle all situations in a pleasant and tactful manner
- Excellent organizational, prioritization and time management skills

- Excellent interpersonal skills
- Excellent problem-solving skills
- Excellent written and verbal communication skills
- Ability to work independently and to take initiative
- Ability to judge situations and determine appropriate responses
- Tact, diplomacy and good decision-making skills
- Adaptability in responding to changing priorities and urgent requests
- Ability to meet deadlines
- Excellent editing and proofreading skills
- Ability to multi-task with attention to detail

RELATIONSHIPS/CONTACTS:

Supervised by: Director, Teaching and Learning

Internal: Staff, faculty, students

External:

- Catering businesses, travel agents, vendors
- Canadore College
- Other Universities, Organizations and Agencies

MATERIALS UTILIZED:

- Nipissing University Collective Agreements
- Nipissing University Policies and Procedures Manuals
- Nipissing University calendar
- Budgets
- General Office equipment

PHYSICAL/MENTAL DEMANDS & WORKING CONDITIONS:

- Light to moderate lifting
- Light physical effort – sitting, standing and walking
- Visual attention and mental concentration are required
- Ability to respond to deadlines and work under pressure
- Listening and mental attentiveness in dealing with student, faculty, public.,

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

Date

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Approvals

Supervisor

Date

Human Resources

Date