

**Nipissing University**  
**JOB DESCRIPTION**

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

**SUMMARY OF FUNCTIONS:**

Reporting to the Director, Office of Indigenous Initiatives, the Secretary is the first point of contact for the Office of Indigenous Initiatives and contributes to creating a culturally relevant, respectful, and supportive environment and community.

The Secretary will provide secretarial support to the Director, Office of Indigenous Initiatives, including booking and coordinating external meetings and events with Indigenous community representatives, members of the Nipissing University Indigenous Council on Education (NUICE), Indigenous Knowledge Holders, and Elders, as well as internal meetings with other departments and staff. The Secretary will assist with departmental budget administration, support small events, provide social media and communications support, and provide office coordination and clerical support to other members of the Office of Indigenous Initiatives team.

**DUTIES & RESPONSIBILITIES:**

**Secretarial Support to the Director, Office of Indigenous Initiatives**

**(50%)**

- Act as the key point of contact for welcoming students, Elders, knowledge holders and cultural resource persons to campus
- 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 when necessary
- 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 the Director is involved, including the transcription of minutes
- Sort and prioritize all external requests, make recommendations for action, and initiate responses with appropriate staff
- Liaise with internal departments as well as external agencies when required
- Liaise with Indigenous communities and rights holders, as a key point of contact for Nipissing University's Indigenous Council on Education (NUICE)

**Office Support/Coordination**

**(40%)**

- Act as the 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 campus wide 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 (ensuring cultural protocols are adhered to, welcoming Elders and knowledge holders to campus, scheduling, venue, audio-visual requirements, catering, agendas, minutes, ensuring culturally relevant honorarium and gifting practices are adhered to etc.)
- In collaboration with Marketing, 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 when required
- Assist the Director with researching/investigating partnership inquiries and opportunities for faculty and community when requested
- Communicate and disclose pertinent information to community groups as well as provide general guidance.
- Coordinate and arrange internal and external meetings
- Coordinate and arrange internal gatherings and support for ceremonies on campus, such as Sunrise Ceremony
- 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 and check-ins with Director
- Assist with the compilation of the department's annual strategic planning activities as requested by the Director
- Provide updated budget status to the Director as requested including the processing of invoices and requisition forms
- Act as a departmental proofreader
- Support departmental posts on social media regularly

**Budget Assistance (10%)**

- Assist with monitoring the Office of Indigenous Initiatives budgets
- Assist in the planning process for the annual Office of Indigenous Initiatives budgets
- Prepare expense reimbursement forms
- Assist with the preparation of funding proposals when necessary
- 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 years of related experience
- Experience working with Indigenous communities, knowledge holders and Elders and 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, communities, and organizations.
- Lived experiences and knowledge of Indigenous cultural protocols, ways of knowing/being/doing, and working with Indigenous students and communities
- 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

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**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)

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Employee Signature

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Date

Approvals

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Supervisor

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Date

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Human Resources

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Date