

Administrative Assistant I – GTAT B

Job Class Code: 100012

Positions at this level perform general administrative, financial, operational and clerical activities in support of research projects.

Typical Duties may include some or all the following:

- Greets visitors, answers or redirects general inquiries in person, by telephone or via email
- Establishes daily priorities for general office operations
- Responds to inquiries that are specific in nature utilizing knowledge of established policies and procedures
- Coordinates schedules, meetings and events
- Takes minutes, prepares meeting documentation and related materials
- Coordinates calendars for supervisor, other team members and committees while considering competing priorities
- Coordinates and schedules research related activities including screening subjects, gathering documentation, distributing surveys, processing data and follow-up
- Drafts and distributes communications
- Maintains email, phone and mailing communication lists
- Processes invoices and assists with the various budgeting tasks
- First point of contact for the research team/department with regards to external stakeholders or vendors
- Manages and organizes files and data for research grants and projects
- Collects and collates project reporting and documentation from the various research activities
- Inputs and processes payroll
- Provides administrative support for the recruitment of new hires which includes, scheduling search meetings, interviews, travel, accommodation, car rental and moving company arrangements as needed
- Maintains records of personnel information, absences, contract employee end dates, staff attendance at training programs and employee review dates
- Performs research accounting related activities such as: journal entries, financial reporting, petty cash, purchase orders, reconciliations, expenses and claims
- Receives, processes and distributes mail, fax messages and courier packages
- Provides back-up support and trains or oversees work of other administrative staff
- Orders and maintains office equipment and supplies
- Assists with special projects as needed

Decision Making/Accountability: Works within defined guidelines and procedures, but exercises judgment in establishing priorities to meet the immediate and changing demands. Applies standardized criteria in determining acceptability of results; new or unusual problems are referred to supervisor.

Contacts/Interpersonal Skills: Contacts and interactions may include, employees within and beyond immediate work area or research project, contacts within the campus environment, study subjects and vendors/suppliers. This consists mostly of maintaining positive relationships and to discuss, present and share ideas. May require appropriate tact to discuss problems and make recommendations and provides functional guidance as required.

Supervision Received: Works under general supervision in carrying out familiar phases of duties and responsibilities.

Supervision Exercised: None but may coordinate work or act as resource for others.

Working Environment: Work is generally performed in an office or laboratory setting with regular use of computer screens and potential exposure to strain or fatigue. May be required to attend off campus meetings or conferences. May experience interruptions and occasional verbal abuse.

Minimum Qualifications:

- 1 to 2 years of post-secondary education with some experience required
- May include (but not limited to), a business administration/accounting or related program to acquire more specialized skills/knowledge with some experience and exposure to an office in a post-secondary environment
- Or equivalent combination of education and experience