



POSITION ANNOUNCEMENT

JOB TITLE:	ADMINISTRATIVE ASSISTANT I
TYPE OF VACANCY:	STAFF
REPORTS TO:	CHIEF, UNIVERSITY POLICE & SECURITY
DEPARTMENT:	UNIVERSITY POLICE & SECURITY
SUMMARY: The Administrative Assistant I is responsible for ensuring the smooth functioning of the front office, in addition to providing general professional and confidential support services to the University Police & Security Department.	
DUTIES AND RESPONSIBILITIES: The position of Administrative Assistant is required to perform a variety of tasks including but not limited to the following: <ul style="list-style-type: none">• Assist with the overall day to day running of the Department by coordinating and performing a range of staff and/or operational support activities and duties as set out in the mandate for the department;• Compose and draft correspondence and other material in response to routine correspondence;• Supervise and coordinate the activities of support staff, including work study students;• Receive and screen telephone calls and visitors;• Maintain the Chief of University Police & Security's calendar and set up meetings as instructed or as required notifying all necessary parties;• Prepare notices, agenda and record minutes for Department's meetings;• Ensure that absenteeism, lateness, vacation and other appropriate forms are completed, filed, distributed and keyed into KRONOS;• Coordinate the process of purchase requisitions;• Monitor and order supplies and equipment for the Office as needed;• Maintain and update office files;• Research and follow up with activities related to special requests/enquires as directed by the Department Head;• Prioritize incoming correspondence and maintain a follow-up/reminder system to ensure timely completion of projects;• Coordinate/make travel and lodging arrangements for department staff as required;• Establish and maintain cooperative and effective working relationships with internal and external customers;• Demonstrate continuous efforts to improve operations, decrease turnaround times, streamline processes and work cooperatively and jointly to provide quality seamless customer service.	



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REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of general office policies and procedures;
- Organizational Skills (Plan, prioritize, organize and manage workload);
- Communication Skills (have the ability to follow instruction and communicate effectively - oral and written);
- Ability to get along well with others;
- Be a team player;
- Ability to maintain the confidentiality of records and information;
- Proficiency in Word, Excel, and PowerPoint.

QUALIFICATIONS:

Bachelor's Degree or the equivalent with no work experience, or Associate Degree in relevant area with ten (10) years work experience.

Requested Information:

Interested applicants should submit the following electronically to the Human Resources Department Application Portal (*Use the Position Listing to select the job opening*). The following documents are required to complete the application:

- A cover letter of interest (highlighting work experience and accomplishments relevant to the position);
- Current Curriculum Vitae/Résumé;
- Copies of Qualifications and Certificates;
- At least three (3) written professional references

<https://ubhrapply.info/PeopleFirst>

Incomplete application packages will not be considered

Salary Grade	AS-1
Date Published	September 1, 2023
Application End Date	September 15, 2023
Date to be Removed	September 18, 2023

The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Administrative Assistant I.