

Athabasca University Professional Position Description



Section I

Position Information	XUpdate Only Classification Review
Position Title	Administrative Professional Officer
Position#	999807
Department	Faculty of Humanities and Social Sciences
Classification Level	PA
Reports to	Assistant to the Dean, Faculty of Humanities and Social Sciences
Effective Date	February 1, 2020
Position Summary Briefly describe the main purpose(s) of the position	This position involves the coordination, administrative support and assistance in various academic operations of the Dean, Associate Dean, Chairs, and Program Directors of the Faculty of Humanities and Social Sciences (FHSS). Both adaptability and flexibility are required, together with an ability to effectively oversee and undertake multiple tasks related to regular administrative duties in the FHSS. The incumbent must be familiar with University policies and procedures and possess a detailed knowledge of programs and courses within the FHSS. As this position deals with confidential matters, the incumbent must conduct him/herself responsibly and ethically at all times. The capacity to use computer programs and related software is essential, and maintenance of databases is required. This position requires accuracy to details and exceptional organizational skills. Problem solving strategies and excellent communication skills are essential components of this position. Teamwork is expected.
Duties and Responsibilities Organize by key responsibility area and include % of time spent where possible	Faculty Committees Support Coordinates meeting logistics (room bookings; teleconference, videoconference, and ADOBE Connect as required), prepares draft agendas, and ensures that agenda packages and supporting materials are distributed to participants in advance, records minutes, and ensures action items are followed up for FHSS Faculty Council. Prepares Outline of Issue documentation for motions approved at FHSS Faculty Council for presentation at the next approving governance committee, for example, Faculty of Graduate Studies, or GFC-Academic Planning and Policy Standards Committee. Coordinates logistics (room bookings; catering; teleconference, videoconference, and ADOBE Connect as required), prepares draft agendas, and ensures that agenda packages and supporting materials are distributed to participants in advance, records minutes, and ensures action items are followed up for BA, BPA and MA-IS Program Councils, and other FHSS Program Councils as required.

Coordinates logistics, prepares draft agendas, and ensures that materials are distributed to participants in advance, records minutes, and ensures action items are followed up for FHSS Centres as required.

Coordinates logistics (room bookings; catering; teleconference, videoconference, and ADOBE Connect as required), prepares draft agendas, and ensures that agenda packages and supporting materials are distributed to participants in advance, records minutes, and ensures action items are followed up for Dean's Advisory Group.

**Coordinates logistics (room bookings; catering; teleconference, videoconference, and ADOBE Connect as required), prepares draft agendas, and ensures that agenda packages and supporting materials are distributed to participants in advance, records minutes, and ensures action items are followed up for Centre Chairs.
Prepares Faculty and Centre reports as required.**

Responsible for currency of the FHSS Handbooks (Centre Chairs, Program Directors' and Academic faculty).

Accepts, from time to time, such additional responsibilities, duties and assignments as may be appropriate or required.

Contract Administration

**SME Contracts and Contracts for Service
Manages and administers all contracts for service and SME contracts for the Faculty.**

Prepares all contract for service and SME contract requests in Banner/AUCTS for the Faculty.

Tracks contract start and end dates, manages contract renewals, processes payments for services and SME invoices, and maintains accurate financial records related to contracts for service and SME contracts.

Maintains SME master spreadsheets.

Prepares quarterly SME status reports for Centre Chairs as required.

General Administration

Updates and maintains the following alias's/webpages within FHSS: fhs- allstaff, fhsdean-advisorygroup, fhscentre-chairs, fhsreps-gfc,

	<p>fhss-admin, fhssca, fhss-facultycouncil and all other newly developed aliases for the Office of the Dean.</p> <p>Monitors FHSS Faculty and Academic Centres webpages for currency and forwards updates to Student Academic Services.</p> <p>Accepts, from time to time, such additional responsibilities, duties and assignments as may be appropriate or required.</p>
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Classification Factors	
Communication	<p>Excellent communication and organizational skills, as the APO is responsible for developing and maintaining effective working relationships with a variety of internal and external individuals and groups including FHSS academic and non-academic staff, the OVPA, Finance and Administration, other university units, students, and external organizations.</p> <p>Must be able to effectively communicate priorities.</p> <p>Must be able to gather, interpret and act upon information from various sources.</p> <p>Knowledge and implementation of relevant FHSS and university policies and procedures and an understanding of FOIP policy.</p> <p>Ability to maintain confidentiality.</p>
Impact of Service or Product	<p>Service or product has impact on the work of others and on the development of major aspects of program, products or projects.</p> <p>This position has a direct impact on the various centres of the FHSS, which is the largest faculty in the university. It also affects other faculties and areas of the university.</p> <p>Adherence to deadlines and schedules is essential to this position.</p> <p>The APO will prioritize, provide projected dates of completion, and follow up on work as assigned by the Dean and Assistant to the Dean.</p> <p>Submission of reports, forms, and related documents within strict deadlines is required.</p>
Independence of Action	<p>Actions and results are generally considered sound and are reviewed only from an overall standpoint in terms of feasibility, compatibility and effectiveness.</p> <p>Works independently with minimal supervision and is expected to prioritize all work assigned by the Dean and Assistant to the Dean.</p> <p>Requires attention to detail, accuracy, quality, and the ability to revise schedules to accommodate changing priorities.</p> <p>The incumbent should be able to provide solutions to routine and complex problems and to understand the process of researching and analyzing projects where necessary.</p> <p>Accuracy and quality of work must be of primary importance.</p>

	<p>The work completed in this position must be in compliance with University policy and collective agreements.</p>
<p>Complexity</p>	<p>Provides a substantial depth of analytical assistance to the Dean and Faculty within a broad range of activities in the Faculty to determine the appropriate processes and methods.</p> <p>This position requires an understanding of the policies and procedures related to students, courses and programs from different disciplines and areas of study.</p> <p>The projects may vary in level and depth of research and analysis, and the audience to which they are presented.</p> <p>Consultation with FHSS staff in developing projects or reports will be necessary.</p> <p>The incumbent must be able to work on several projects concurrently.</p> <p>The incumbent must be able to analyze data effectively and communicate the material to the Dean, Chairs and Program Directors.</p>
<p>Planning</p>	<p>Work involves the investigation or analysis of unusual conditions, problems or questions.</p> <p>Ability to respond to, analyze and investigate a variety of operational matters that may occur simultaneously or in quick succession.</p> <p>Ability to prioritize work.</p> <p>The incumbent must be able to effectively research, analyze, prepare and develop reports, presentations and correspondence.</p> <p>Must be familiar with all university departments and personnel.</p>

Signatures for Section I

Incumbent's Signature _____

Date _____

Supervisor's Signature _____

Date _____

Section II
Qualifications

Includes education, experience, skills, abilities and any other special qualifications required. The qualifications relate to the position not the incumbent

- 1. Minimum of three years applicable post-secondary education and/or related experience required.**
- 2. Experience working in a university or college environment.**
- 3. Excellent spelling, grammatical and writing skills.**
- 4. Knowledge and proficiency in computer/systems-based processes, such as Banner, Grades, etc.**
- 5. Proficient knowledge of Microsoft Word, Excel, PowerPoint, Access, Internet, Adobe Connect, Acrobat Pro and electronic mail.**
- 6. Excellent interpersonal, administrative, time management and organizational skills. Must be able to coordinate several activities at once and maintain accuracy along with meeting strict deadlines. Must be able to work in a team environment.**
- 7. The ability to show initiative with problem solving.**
- 8. The ability to work effectively under pressure with several conflicting agendas.**
- 9. The ability to work independently with minimal supervision prioritizing and re-prioritizing work routinely.**
- 10. Extensive knowledge of University policies and procedures, especially those that pertain to programs in the Faculty of Humanities and Social Sciences.**

Signatures for Sections I and II

Department Head Signature

Date __

Executive Officer Signature

Date _____

Human Resources Review

Date _____