

The University of British Columbia

STANDARD JOB DESCRIPTION

JOB IDENTIFICATION

Administrative Assistant 1

JOB SUMMARY

Jobs at this level provide administrative, clerical and secretarial support of a routine to moderately complex nature, including logistical responsibilities for putting information and records into the right place, time and order. These positions are assigned specific areas of responsibility within a University department, section, or administrative unit. The nature of work requires a general knowledge of Departmental and University policies and procedures. The work performed is involved in a confidential capacity which may encompass the areas of negotiations, grievances/arbitrations, discipline, personnel, human resource planning, budget planning, personnel and faculty policy, promotion and/or recruitment.

WORK PERFORMED

- Performs telephone and/or reception duties; receives and directs visitors and telephone calls; provides routine information.
- Reads incoming mail; attaches relevant background material and maintains “bring forward” system for items needing follow-up action.
- Receives, processes and distributes mail, fax messages and courier packages.
- Composes routine correspondence requiring familiar information such as providing factual information on departmental programmes, services and procedures.
- Makes travel arrangements, arranges meetings, interviews and seminars by performing duties such as coordinating schedules, preparing agendas and other documentation, booking rooms, arranging for catering and taking, preparing and distributing minutes.
- Performs bookkeeping, including processing forms, verifying/correcting information, recording expenditures and preparing summary statements of account balances.
- Organizes and maintains files, reading materials, student records and/or other records relevant to activities of the unit.
- Serves as resource person for the Department’s automated office system by training staff and demonstrating equipment to other users; explaining capabilities and limitations of equipment; troubleshooting operational problems; designing, testing and adapting formats and information processing applications for department use. Keeps current on technological developments and provides input regarding hardware/software purchases.
- Performs other related duties as required.

CONSEQUENCE OF ERROR/IMPACT OF DECISIONS

Work is performed in accordance with established procedures and well-defined standard practices involving freedom to select which methods are applicable in any given situation. Job tasks are generally standardized with ability to choose action within limits defined by standard/accepted data, information and procedures. New or unusual problems would be referred to supervisor.

SUPERVISION RECEIVED

Works independently under general supervision. Receives detailed instruction during orientation and on subsequent new assignments or changes in procedures.

SUPERVISION EXERCISED

Coordinates the work and provides assistance to employees at lower classifications as requested.

PERSONNEL SPECIFICATIONS

High school graduation, plus 1 year of related training and 2 years of related experience, or an equivalent combination of education and experience.

Proficiency in English grammar, spelling and punctuation. Ability to compose simple, clear, concise business letters. Effective communication skills. Ability to exercise tact and discretion with others in the obtaining and giving of information.