

**The University of British Columbia**

**STANDARD JOB DESCRIPTION**

**JOB IDENTIFICATION**

Administrative Assistant 2

**JOB SUMMARY**

Jobs at this level provide complex administrative, clerical and secretarial support, including coordinating processes and procedures. The nature of work requires a thorough knowledge of office routines, department functions and University policies. 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 tenure and/or recruitment.

**WORK PERFORMED**

May perform any of the duties of the lower level clerical and secretarial classifications in addition to:

- Coordinates complex processes such as office administration procedures, merit pay and midpoint progression increases, clinical fellow appointment processes, department head search processes, graduate student admission review processes, and faculty promotion, tenure and re-appointment processes.
- Responds to written and oral enquiries of an interpretive nature based upon thorough knowledge of University and Departmental guideline, procedures and policies.
- Composes complex correspondence requiring significant tact and diplomacy or sensitive information.
- Assists students by providing information, interpreting policies and procedures, and giving advice on how to, reasons, consequences and alternatives.
- Plans and coordinates procedures relating to administrative support functions such as: timetable preparation, registration and examination procedures, personnel, purchasing, or physical plant maintenance.
- Plans and coordinates arrangements for various functions.
- Maintains records of expenditures against various appropriations and notifies account holders of commitments and residual balances. Assists in budget preparation and expenditures control.
- Provides assistance to supervisor or departmental/unit committees by compiling and preparing agenda; arranging meetings; and taking, transcribing and editing minutes.
- Collects data and drafts into an appropriate format.
- May train, oversee, and direct the work of others.
- Performs other related duties as required.

## **CONSEQUENCE OF ERROR/IMPACT OF DECISIONS**

Work is performed in accordance with broadly established procedures and practices requiring initiative to plan and complete recurring assignments independently, and judgment to determine which of many methods are applicable in any given situation. There are a variety of job tasks requiring ongoing prioritization. Responsibilities and work situations are broader in scope, with limited opportunity for standardized solutions. New or unusual problems are referred to supervisor.

## **SUPERVISION RECEIVED**

Works independently under minimal supervision. Performs most duties independently occasionally consulting supervisor with reference to new or complex problems.

## **SUPERVISION EXERCISED**

May oversee and direct work of employees in lower classifications and may have input into staff selection and performance evaluation of employees.

## **PERSONNEL SPECIFICATIONS**

High school graduation, plus 1 year of post-secondary education, plus 4 years of related experience; or an equivalent combination of education and experience.

Ability to compose complex correspondence. Effective communication skills. Ability to exercise tact and discretion with faculty, staff, students and the public in giving and obtaining information, explaining practices and procedures. Ability to coordinate and direct the work of others.