

**Position Title:** Administrative Assistant, Tri-U History  
**Department:** History  
**Reports to:** Tri-U Program Director  
**Position Level:** Schedule A (\$46,111 - \$56, 238, pro-rated for hours worked)  
**Date:** April 3, 2019

### **General Accountability**

The Administrative Assistant is accountable for the overall administration of the Tri-University Graduate Program in History (Wilfrid Laurier University, University of Guelph, University of Waterloo). They provide administrative support to the Director and must liaise efficiently with the Chairs and Graduate Officers of the three History departments, and communicate effectively and promptly with prospective students, current students, and faculty. The Administrative Assistant must be an informed and professional representative of the Program capable of sound, independent judgment.

**Hours of Work:** This position is 12 hours per week, TBD. Limited-term – 3 years

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### **Specific Accountabilities**

- Provides administrative and program support to the Program Director;
  - Maintains confidential doctoral student files;
  - Maintains email distribution lists of Tri-U doctoral students and faculty;
  - Liaises with graduate administrators, faculty and staff, at the three universities;
  - Schedules doctoral milestone and advisory committee meetings;
  - Coordinates the comprehensive examinations in consultation with the Tri-U Program Director;
  - Facilitates the electronic distribution of application files to the three Graduate Officers;
  - Monitors the Tri-U budget and student conference and course travel grants;
  - Initiates payments (Tri-U conference expenses, honoraria for PD seminar guest speakers, student course travel, student conference travel, TUGSA out-of-pocket expenses) and deposits revenue (conference registration fees and university yearly contributions) as required;
  - Prepares year-end financial statement and invoices for individual university yearly contributions to the Tri-U Program;
  - Performs other duties as assigned by the Program Director.
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### **Qualifications Required**

- Secondary school plus two (2) years relevant administrative experience within an academic environment, preferably an academic department or comparable environment;
  - Experience working with university policies related to regulations affecting student academic life;
  - Excellent customer/student service skills, including exceptional interpersonal and communication skills, in person and on the phone;
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- Ability to handle multiple tasks and prioritize work;
- Excellent administrative and time management skills;
- Discretion and good judgement in interaction with others;
- Excellent computer skills, including knowledge of Word, Excel, and Outlook;
- Skills and experience in managing web pages and in preparing and posting materials to the web;
- Experience in monitoring a budget;
- Experience in the regular use of and familiarity with various social media platforms;
- Excellent problem-solving skills;
- Experience in organizing special events an asset.