



## IDENTIFICATION

<i><b>Position Number</b></i>	<i><b>Position Title</b></i>	
91-12591	Regional Administrative Assistant (Akaitcho, South Slave and Dehcho Regions)	
<i><b>Department</b></i>	<i><b>Division/Region</b></i>	<i><b>Location</b></i>
Aurora College	Community & Extensions	Hay River

## PURPOSE OF THE POSITION

The Regional Administrative Assistant is responsible for providing educational administrative and financial services for the Akaitcho, South Slave and Dehcho regions within the Community & Extensions Division of Aurora College. This involves supporting administrators, instructors and students in an educational setting. The Regional Administrative Assistant works within the context of the College's vision and principles and in accordance with the Aurora College Policies and Procedures Manual.

## SCOPE

The Regional Administrative Assistant contributes to the effective operation of the programs by providing administrative services to the Akaitcho, South Slave and Dehcho regions, Community & Extensions Division two Program Heads. They are responsible for accurately managing document flow, filing and mail systems, answering and directing calls and preparing a wide variety of financial and administrative documents. .

The incumbent must follow established policies and procedures; however, he/she may make recommendations on methods to improve efficiency and effectiveness of the system. The incumbent has considerable authority in prioritizing tasks, using discretionary judgments and problem solving day to day administrative functions with minimal supervision.

The Regional Administrative Assistant reports directly to the Program Head, Akaitcho & South Slave Regions and also takes direction from the Program Head, Dehcho Region within the Community & Extensions Division of Aurora College.

## RESPONSIBILITIES

**1. Provides timely and confidential administrative support to the Program Heads and is responsible for the general administrative operation of the region.**

- Provide receptionist services by greeting students and visitors, giving information, directing callers and taking messages
- Receive, date stamp, log as required and distribute the mail

- Assists with contracts for employment of instructors and any required contract change
- Coordinate and schedule travel arrangements for instructors and staff, including airline reservations, accommodations during travel, and freight arrangements as needed
- Assist in preparing confidential reports, manuals and documents, syllabi and course material.
- Assist in the production and distribution of charts, labels, tables, etc.
- Compose, and type correspondence, manuals, exams, class schedules, reports and other documents for Program Heads
- Schedule, coordinate, attend meetings and record minutes from meetings and reports
- Maintain confidential files and filing system
- Proofread, edit and format correspondence, reports and other documents
- Schedule appointments and arrange meetings, conference calls and enquiries from the public
- Develop and present purchase requests as needed.
- Order textbooks and student resources used in class or during a program/course on the advice of the Program Head and ensure all resources are current and correct
- Develop and maintain contact with southern colleges, universities and other educational institutions that accept transfer credits or that have agreements with the college
- Maintain contact lists of third party organizations' contracts, proposals and other documents. that sponsor programs/courses at the college
- Work with other Aurora College campuses and Community Learning Centres when running/delivering off campus program/courses related to your department

**2. Provide timely and confidential administrative support to the Akaitcho, South Slave and Dehcho regions within the Community & Extensions Division.**

- Refer student inquiries on a variety of issues and concerns such as timetable, marks, policies, daycare, personal, housing, etc. to the appropriate person.
- Student record management for registration, admissions, attendance, course marks and other documents
- Be knowledgeable of the requirements needed for student applications for the departments program/courses and be prepared to assist applicants for other college departments and their program/courses
- Be knowledgeable of programs/courses delivered at other Campus and Community Learning Centres throughout the academic year
- Maintain mark and registration files for programs; keep Registrar apprised of any student changes with courses, terminations, or withdrawals
- Maintain and prepare student attendance logs
- Assist students to understand Aurora College Policy and Procedures pertaining to their academic training while at the college
- Assist potential students and current students with forms, program/course costs, residence and community information
- Assist students with scholarships available pertaining to their educational

background; assist students with future educational prospects, and assist students with required forms, letters, and required back-up

- Maintain and keep updated with changes in government agencies directly affecting students; such as, contact personnel, policy changes, and sponsorship changes

**3. Facilitate the flow and storage of operational and financial information and documentation relating to the Community Programs for the Akaitcho, South Slave and Dehcho regions.**

- Complete all administrative tasks related to hiring and processing of pay sheets of casual staff
- Assist and follow up on paperwork related to casual hiring, term extensions and other related HR matters for the school.
- Maintain all forms and documents needed for casual staff; ensure casual staff have necessary keys and log-in information for computer and access to material, rooms and other areas during their hire
- Inform all new staff, casual, term, indeterminate, of AC procedures; including OH&S, spending/purchasing, PeopleSoft entry, financial coding, student policies and procedures, applicable contact information within the campus, Human Resource information and contact information, and other general assistance when needed
- Assist, verify, and correct financial forms for visa and other purchases. Ensure all relevant back-up for purchases made with visa or requisitions are attached and correct.
- Be knowledgeable of financial coding within the college and correct signing authorities for visa and requisition purchases
- Be knowledgeable and aware of spending limits by department staff and supervisor; be knowledgeable of procedures affecting spending limits and proper protocol needed when purchasing
- Keep staff apprised of any changes in templates, forms from other departments; such as headquarters, finance and registration
- Maintain and update financial coding for department; apprise staff of any changes made to coding of units and accounts
- Assist other divisional regional administrative assistants' departments when on leave and become knowledgeable with their system and processes
- Record, prioritize and route all incoming mail and outgoing mail.
- Apprise staff of new travel forms, travel rates, and travel policy changes
- Maintain up to date listing of office inventory
- Distribute faxes, correspondence, reports, publications and documents as needed
- Compile statistics and information as required

**4. Maintain inventory for the Akaitcho, South Slave and Dehcho regions-Community & Extensions Division.**

- Order and maintain bulk purchases for office and classroom and CLC supplies
- Maintain printers and photocopiers with supplies

**5. Maintenance of SharePoint site.**

- Responsible for ongoing maintenance of SharePoint for the Akaitcho, South Slave and Dehcho regions within the Community & Extensions Division
- Ensure essential material is available as required
- Requirement of regular and ongoing communication with a variety of groups to continually update information available

**6. Complete other related duties as required.**

- Participate in Admin Team meetings, providing support and guidance as required.
- Monitor of regional Mandatory Training as required by the Government of the Northwest Territories.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Solid understanding of office administrative and financial procedures for the division or region
- Knowledge and understanding of the structure of the College
- Knowledge of northern cultures.
- Demonstrate proficiency of the following computer programs: financial and accounting systems, word processing, spreadsheets, data bases and e-mail systems.

**Typically, the above qualifications would be attained by:**

- Completion of an office administration certificate, diploma or equivalent.
- Three years' experience in an administrative support role or equivalent work experience.

**WORKING CONDITIONS**

**Physical Demands**

The incumbent is sometimes expected to lift heavy items such as boxes of materials on a recurring basis and to be fairly mobile within the Campus.

**Environmental Conditions**

The incumbent must be comfortable dealing regularly with interruptions and interact with others.

**Sensory Demands**

The incumbent must spend extended periods of time working at the computer which requires a great deal of attention to detail as well as speed and accuracy.

**Mental Demands**

The incumbent is faced with mental demands stemming from the need to process numerous documents on a daily basis to meet tight deadlines, and be able to balance conflicting priorities and constant interruptions

## **ADDITIONAL REQUIREMENTS**

### **Position Security (check one)**

- ☐ No criminal records check required
- ☐ **Position of Trust – criminal records check required**
- ☐ Highly sensitive position – requires verification of identity and a criminal records check