

Class No.:	Staff
Original Date:	February 2025
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CLASS SPECIFICATION

ADMINISTRATIVE LEAD, INDIGENOUS EDUCATION AND AFFAIRS

NATURE AND SCOPE OF WORK

As a senior role providing administrative support to the Director and the department, the Administrative Lead is responsible for planning, implementing, and monitoring processes and services to ensure smooth operations. The incumbent provides exceptional and broad administrative support, with specialized knowledge in working with Indigenous communities and organizations. Under limited supervision, this role's primary responsibilities cover operational oversight, including coordinating projects, scheduling, calendars, timelines, and processes, acting as a communications center point for the IEA, and creating reports for leadership use. The incumbent will work with various representatives, both internal and external, to ensure the department has the information needed to move projects forward and achieve institutional goals. A focus will be on efficiency and continuous improvement in this position. Reporting directly to the Director, the role requires high levels of tact, diplomacy, and confidentiality.

ILLUSTRATIVE EXAMPLES OF DUTIES

Operations/Administrative Support:

- Supports, coordinates and oversees activities under the jurisdiction of the Director, including daily operational processes such as office scheduling and calendar management.
- Maintains an in-depth knowledge of the Director's projects, priorities, and objectives.
- Ensures project timelines are adhered to by tracking progress of tasks and responsibilities of those involved, following up when required, and escalating issues as necessary. Uses excellent judgment and ability to prioritize to maintain project timelines.
- Manages a complex and changing calendar for the Director, prioritizing meetings that align with strategic priorities, and understanding how to manage last-minute scheduling changes.
- Contributes to agenda setting for departmental meetings and ensures information is disseminated to appropriate representatives following meetings.
- Provides support for internal and external committees, including meeting agendas, minutes, communication, and logistics, ensuring action items are addressed.
- Researches, compiles, and submits information regarding topics or issues requiring leadership attention. Maintains departmental statistics, as appropriate, for future decision-making purposes.
- Takes on ad hoc projects, within the scope of the role, at the request of the Director.

- Sets up and maintains a variety of departmental records and recommends improvements to procedural elements of recordkeeping.
- Oversees onboarding/orientation for the department and coordinates office and technology needs with IT and Facilities if necessary.
- Works in partnership with the Indigenous Events Specialist to track and monitor events for long-term planning.

Financial:

- Tracks, monitors, and reconciles budgets, including reviewing management reports and contacting Financial Services as required. Resolves discrepancies or, using judgment and discretion, brings them to the attention of the Director.
- Has signing authority within University guidelines.
- Coordinates the development and preparation of the annual operating budget and operational plan materials.
- Monitors, assesses, analyzes, and reports on the operating unit's budgets.
- Monitors purchasing practices to ensure adherence to University policies, practices, and procedures.

Data Analysis:

- Supports data analysis activities, including collecting, compiling, and verifying data requests by other staff, departments, and faculties.
- Utilizes information provided from other departments, faculties, and programs, and data available on reporting systems (e.g., Banner, Argos, MS Access) to synthesize data and create reports, backgrounders, and summaries to support leadership in data-driven decision-making.
- Using established criteria, runs reports on internal performance indicators for forward planning.
- Liaises with other departments, faculties, and programs to obtain requested information.
- Gathers, synthesizes and summarizes data from Indigenous organizations or other post-secondary institutions to inform decision-making processes.

Grant Writing:

- Works with Creative Activity, Research, and Scholarship to develop applications for external and internal research, scholarly, and creative activity funding.
- Creates and provides department-specific information and written materials as requested, ensuring adherence to University and brand guidelines.

Communications Hub:

- Acts as a central point of contact between the Director's office and other University departments.
- Effectively communicates decisions, directives, and important information following meetings to the appropriate individuals and stakeholders.

Other:

- Takes initiative, solves problems, and determines the course of action for issues within this role's scope, consulting with leadership on new or complex problems.

- Provides support consistent with the requirements of this role to other administrators as needed.
- May be required to take training and act in the capacity of a floor warden as part of the University's Emergency Preparedness Plan (fire, earthquake, WHMIS).
- Performs duties related to the qualifications and requirements of the position.

REQUIRED TRAINING AND EXPERIENCE

- Completion of a bachelor's degree.
- Five years of directly related and progressively senior administrative support experience, including experience in an educational and/or Indigenous organizational setting.
- Lived Indigenous experience preferred.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Thorough knowledge of MS Office applications, including Outlook, Word, Excel, Teams, and PowerPoint. Experience utilizing social media platforms in a professional environment. Ability to learn multiple University systems.
- Considerable knowledge in communication with Indigenous organizations and community members.
- Considerable knowledge of business communication writing, internal communication, meeting minutes, and executive summaries. Strong command of written and verbal communication skills at a senior professional level.
- Ability to understand the context of issues to exercise initiative and judgment regarding action required.
- Working knowledge of financial reporting practices, including preparing and administering budgets. Basic financial analysis abilities are an asset.
- Ability to maintain confidentiality and exercise tact, diplomacy, discretion, and sensitivity when dealing with Indigenous Persons/Nations, employees, students, community groups, and the general public.
- Ability to understand and follow complex oral and written instructions and communicate effectively, both verbally and in writing.
- Ability to apply exceptional organizational skills and basic project management principles to meet deadlines in a fast-paced environment. Ability to adjust timelines to account for changing priorities while maintaining attention to detail.
- Ability to answer questions regarding University and area policy and procedure and collective agreements to a reasonable level on behalf of the administrator.
- Ability to work as part of a team, be flexible and adaptable, with a can-do attitude to further team objectives.
- Skill in keyboarding at 50 wpm.