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CLASS SPECIFICATION

Senate Administrative Assistant

Summary

The Senate Administrative Assistant provides administrative support to the President and Vice Chair of Senate, and ensures efficient and effective processes to manage the administrative aspects of Senate and its Standing Committees. In order that Senate meets legal and operational mandates and governance responsibilities to Capilano University, the incumbent provides information in support of key decisions and advice in a timely manner. The work of this position requires a great deal of autonomy with minimal supervision. The Senate Assistant identifies priorities and ensures effective administrative processes are in place to meet responsibilities independently. In addition, this position provides a wide range of administrative and support services in support of Capilano University's Senate and various Senate Sub-Committees members, at times of a confidential and sensitive nature.

Duties and Responsibilities

- Organizes and coordinates regularly occurring Committee meetings in order to facilitate productive meetings of Senate and its Sub-Committees such as the Curriculum Committee; Academic Planning and Program Review Committee; By-Law, Policy and Procedure Committee; Student Appeals Committee; and Budget Advisory Committee, among others.
- Coordinates Committee meetings by compiling meeting agendas, scheduling meetings, recording and transcribing minutes, liaising with Committee members and other stakeholders, following up and/or taking action on items, and preparing correspondence as needed.
- Identifies and supports the needs of the Committee Chairs in order to assist with the organization, planning and coordination of Committee work.
- Reviews all documents related to the submissions to the Committees and accompanying research/statistics (e.g. to determine the nature of proposed submissions, identifying what

action(s) might be required, routes to the appropriate Committee(s) to deal with the submissions).

- Ensures all documents sent for approval are placed on appropriate agendas and that accurate follow-up notes and action items are communicated in a timely manner to Deans, Program Proposal Developers, and other related parties.
- Maintains up-to-date familiarity with by-laws, terms of reference, policies, and procedures governing the work of Senate and its Committees; and ability to interpret and provide guidance to Senators, Standing Committee members, and others.
- Facilitates the setup of meeting rooms, liaises with Facilities and IT to ensure room layout and audio-visual equipment meets the needs of the Chair and Committee members.
- Coordinates and maintains information systems. Modifies as appropriate to ensure continuous improvement in the administrative functions that support Senate and its Sub-Committees.
- Prepares tracking systems, both manual and electronic, to maintain files and permanent records and to document workflow pertaining to the daily operations of Senate Committees.
- Develops, maintains, and updates the Senate website and SharePoint sites, ensuring up-to-date content for Committees and Curriculum Developers, as appropriate.
- Provides documentation to the Vice President, Academic and Provost Office for posting to the Post-Secondary Institution Proposal System (PSIPS).
- Provides information required by the Assistant to the Board for timely distribution, review and approval by the Board of Governors.
- Coordinates the administrative aspects in support of meetings, events, training sessions, and/or workshops as they relate to Committee initiatives, as needed.
- Manages the processes associated with approval of Senate policies, all course and program approvals, revisions, and discontinuances.
- Oversees the communication flow on Senate decisions to Faculty, Library, Registrar's Office, Board of Governors, and appropriate Executive for next steps.
- Coordinates communication and meeting arrangements between the University and Senate and the Board.
- Provides support to the Office of the President/Vice-President as required and may be asked to take meeting minutes for the Board of Governors and/or its Sub-Committees on occasion.
- Supports and assists with activities which fall under the jurisdiction of the Administrator, including gathering and assembling information for developing, maintaining and monitoring required systems and procedures.
- Prepares a variety of material including correspondence, spreadsheets, budgets, master lists, newsletters, notices, and reports.
- Identifies issues and escalates to the appropriate Chair/Vice Chair or an Administrator, as appropriate.
- 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 Knowledge, Abilities, and Skills

- Demonstrated knowledge of University and Senate policies, rules, regulations, procedures and functions.
- Excellent communication skills both verbal and written in minute taking, notes, and meeting documents.
- Intermediate to advanced user in Microsoft Office, and application in office practices and procedures.
- Thorough knowledge of Roberts Rules of Order.
- Considerable knowledge of the Internet, the University website, and web posting software.
- Ability to maintain confidentiality and to exercise tact, diplomacy, discretion and sensitivity when dealing with other employees, students, community groups, multi-cultural groups and the members of the Senate and Board.
- Ability to understand the context of issues in order to exercise initiative and judgement regarding recording information and action required.
- Demonstrated time-management and organizational skills, to meet deadlines, and work with minimal supervision, high accuracy and attention to detail.
- Ability to understand and follow complex oral and written discussions and communicate information effectively, both orally and in writing.
- Ability to adapt to changing situations and reprioritize tasks effectively.
- Ability to answer questions regarding University and Senate policies and procedures.
- Ability to produce complete and accurate meeting minutes, seeking clarification from committee members as required if of a complex and technical nature.
- Ability to draft correspondence and reports from general instructions, appropriate to the intended audience and sensitivities of a situation, and with correct emphasis and tone.
- Ability to establish and maintain effective working relationships with other employees, students, and members of the Senate and Board.
- Ability to act with cross-cultural sensitivity.
- Demonstrated skills in keyboarding at 60 wpm.

Required Training and Experience

- Completion of two years (approximately 60 credits) of post-secondary education comparable to the Diploma in Business Administration or an Associate Degree offered at Capilano University.
- Minimum of three years of recent work experience in a similar role, which must include planning, organizing, communications, minute taking, collating documents, and administration associated with the work of a Senate and/or Board.
- Knowledge of University structure, departments and their functions, administrative policies, procedures, rules and regulations gained through experience in a public post-secondary environment considered an asset.

Required Licenses, Certificates, and Registrations

- None