



JOB DESCRIPTION

JOB: Operations/Finance	TITLE: Executive Assistant
SUPERVISOR: Association President	LAST UPDATED July 17, 2020

SUMMARY:

The *University of Victoria Faculty Association (UVICFA)* is an academic union and the exclusive bargaining agent for approximately 850 faculty members and librarians at the University of Victoria. The Association promotes the welfare of our Members at the University of Victoria, and furthers the cause of higher education by upholding the principles of academic freedom, tenure, equity, and human rights within the University.

The *Executive Assistant (EA)* supports the work of the Association in the areas of office administration, financial management, governance, communications, and collective bargaining support to achieve the mandate of the Faculty Association.

The EA is expected to have a high level of professionalism, as responsibilities include dealing with confidential and sensitive matters, as well as networking and outreach with University staff, faculty members and librarians.

While the EA reports to the Association President, they also collaborate closely with Association staff, particularly the Membership Engagement Coordinator (MEC) and the Membership Services Advisor (MSA), and with the elected Officers of the Association. In particular the EA works closely with the Treasurer (one of the Officers) to manage an \$800k annual budget.

MAJOR RESPONSIBILITIES AND DUTIES:

1. **Responsibility:** Administration and Operations – 20%

Duties:

- Coordinate the day-to-day operations of the Faculty Association office, in collaboration with MEC
- Maintain and update the Office Procedures Manual on an ongoing basis, in collaboration with MEC
- Maintain office procedures, controls, financial policies and practices, and information to promote and ensure effective administration of the Association’s affairs, including human resources and records management
- Advise and work collaboratively with President and MEC on any changes to office procedures, including human resources and records management
- Track sick days and vacation for all staff
- Ensure membership reporting requirements are fulfilled for the Canadian Association of University Teachers (CAUT), CAUT Defence Fund and the Confederation of University Faculty Associations of British Columbia (CUFA-BC), in collaboration with Treasurer
- Liaise with UVic Administration on matters related to UVic’s financial system (FAST)
- Ensure kitchen and meeting rooms are clean, in collaboration with Association staff



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- Provide backfill support for administrative duties as required when MEC is on vacation or absent for up to three weeks.

2. Responsibility: Governance – 20%

Duties:

- Support the governance functions of assigned committees and bodies which include the Executive Committee (EC), Council, General Meetings, and Equity Committee, and others as needed
- Ensure committee procedures are in line with the Association's Constitution and Bylaws and applicable legislation
- Prepare agendas and supporting materials, record minutes/meeting notes, and track motions for committees; support MEC and MSA in their committee work as needed
- Ensure committee reports are submitted for OGMs and AGMs
- Coordinate EC, Council and General Meetings, with support from MEC and MSA
- Prepare Agendas and minutes for EC, Council and General Meetings, in consultation with Secretary and President
- Advise Officers and EC on ensuring compliance with the Association's financial obligations
- Support Officers in developing, reviewing and implementing operating policies and procedures for the Association
- Support Officers in providing orientation and training for new members of EC
- Support Officers and EC in strategic planning
- Be responsible for privacy issues, including ensuring confidentiality agreements are signed by all committee members and Officers
- Monitor information and provide relevant material to Officers from Canadian Association of University Teachers (CAUT) and the Confederation of University Faculty Associations of BC (CUFA BC)
- Develop and maintain effective working relationships with other unions, university staff, professional organizations, and key stakeholders, in collaboration with Officers and MSA

3. Responsibility: Membership Support – 5%

Duties:

- Respond to Members' requests regarding the Association's operations, programs and services as appropriate, in collaboration with MEC
- Support MEC in organizing Member engagement events, as needed

4. Responsibility: Financial Operations – 35%

Duties:

- Prepare and manage the annual budget, in consultation with Treasurer
- Advise and work collaboratively with Treasurer on any changes to financial policies and procedures
- Maintain accounting and preparation of financial statements, in collaboration with Treasurer and bookkeeper
- Pay bills (including credit card and all others as relevant), manage cheque payments and keep track of cheques in cheque tracker
- Ensure that relevant financial documents are prepared, are in order and are transmitted to auditor
- Ensure that auditor is available for relevant meetings leading up to and including presentation of audit at OGM
- Monitor UVic's financial system (FAST) reports



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- Manage financial assets (ensure GICs are renewed on time, etc.)
- Keep track of budget cycle, remind Treasurer and other Officers as necessary of upcoming requirements
- Work with Treasurer to manage Tuition Benefit Fund
- Manage petty cash
- Manage and track course releases
- Manage staff benefits plan
- Manage union dues for staff

5. **Responsibility:** Communications – 15%

Duties:

- Develop and implement campaigns and communications plans and projects, in collaboration with Officers, MEC, and MSA
- Develop communication and educational materials related to governance, finances, Member engagement, and collective bargaining for print and web
- Support MSA in their membership communications activities, as needed
- Be responsible for the design, maintenance and development of the Association website
- Provide training and assistance to other staff to update the sections of the website that they are responsible for
- Maintain data for Membership email lists, survey lists, and voting lists for communications, in collaboration with MEC
- Develop the Annual Report, in consultation with President
- Develop, publish and distribute the Association newsletter, in collaboration with Secretary
- Develop and conduct surveys to support campaigns and committees; analyze and interpret survey results; and use findings to prepare reports and inform membership engagement activities, in collaboration with MSA and Officers
- Provide backfill support for communications-related duties as required, when MEC or MSA is on vacation or absent for no more than three weeks
- Assist the President with time-sensitive communications, such as emails and announcements, as required, including including tasks that require collaboration with, or support to, MEC and MSA

6. **Responsibility:** Collective Bargaining – 5% (40% during bargaining)

Duties:

- Organize meetings, events, communications, document preparation, and logistics for collective bargaining, in collaboration with MSA and MEC
- Provide support and advice to the Association's negotiating team
- Support MSA in conducting research to support collective bargaining, as needed
- Consult with Officers and staff on the appropriate division of labour among staff members for administration, operations, communications, governance and Member engagement during pre-bargaining and bargaining periods



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QUALIFICATIONS:

Required:

- Post-secondary degree or equivalent experience
- Strong interpersonal skills
- Demonstrated ethical and professional behavior
- Initiative and good judgement
- Ability to work both autonomously and collaboratively as part of a team
- Fluency with Outlook, Excel, Word and Adobe or ability to acquire this competency quickly
- Superior word-processing skills
- Excellent written and oral communication skills
- Strong analytical and quantitative skills
- Attention to detail and process
- Ability to work in a sometimes fast-paced, responsive and dynamic environment

Preferred:

- Knowledge of, and experience with, accounting and budgeting
- Knowledge of social media and communications
- Ability to build, service and maintain websites
- Knowledge of desktop publishing software
- Knowledge of labour relations environment
- Knowledge of university and academic working environment
- Knowledge of survey design and analysis
- Experience implementing and maintaining office policies and procedures
- Experience working in a collaborative office environment
- Experience in communications