

JOB: Administration/Operations/Communications	TITLE: Administrative Coordinator
SUPERVISOR: Association President	LAST UPDATED: July 2024

SUMMARY:

The University of Victoria Faculty Association (the Association) is an academic union representing approximately 900 Members. The Association certified in 2014 and supports a responsive and dynamic Faculty Association to better serve our Members.

The Administrative Coordinator (AC) provides the Association with administrative, operations, communications, governance, membership engagement, and collective bargaining support to achieve the mission, vision and mandate of Faculty Association.

The Administrative Coordinator is expected to have a high level of professionalism as the workload will include dealing with confidential and sensitive matters, as well as networking and outreach with University staff, faculty and librarians. While the AC reports to the Association President, they also collaborate closely with the Staff and Officers of the Association.

MAJOR RESPONSIBILITIES AND DUTIES:

1. Responsibility: Administration & Operations – 35%

Duties:

- Coordinate the day-to-day operations of the Faculty Association office, in collaboration Officers and staff
- Maintain and update the Office Procedures Manual on an ongoing basis, in collaboration with Officers and staff
- Purchase office supplies and equipment, in consultation with staff and Officers and with Association Policies
- Maintain and update the Association’s file system (electronic and paper) in collaboration with other staff
- Monitor and manage incoming communications (email, telephone, mail, etc.) and direct to the appropriate personnel
- Ensure invoices and mail are properly received and distributed
- Book travel, accommodations, workshops, and conferences for Officers and staff
- Manage on-site logistics for meetings, events, and workshops
- Maintain the Association’s meeting calendar and schedule meetings
- Book rooms, hospitality, and technical support for meetings; coordinate virtual meetings (including hybrid) as needed
- Maintain the Association’s technology infrastructure (IT/IM services) by liaising with University Systems’ Desktop Support Analyst
- Coordinate hiring, including “Canada Summer Jobs,” work-study, and other relevant applications and interview processes, in collaboration with Officers
- Assist with the Administration of the Association’s Tuition Benefit Program
- Ensure kitchen and meeting rooms are clean, in collaboration with Association staff
- Provide backfill support to other staff for administrative related duties when they are on vacation or absent for up to three weeks

- Liaise with Facilities Management when needed to ensure the office is adequately maintained and meets health and safety standards

2. Responsibility: Governance – 20%

Duties:

- Support the governance and operations of assigned committees which includes: Officers, Executive Committee, Council, and other committees as needed
- Prepare agendas and supporting materials, record minutes/meeting notes, and track motions for assigned committees and events
- Maintain committee lists and ensure that Member information is kept up-to-date, including proxies, etc.
- Track committee replacements and term expiry dates for election cycle

3. Responsibility: Membership Engagement – 20%

Duties:

- Coordinate in person, virtual, and hybrid Membership workshops, forums, meetings and events
- Provide support and coordination at in person, virtual, and hybrid Association events and workshops
- Manage event invitations, promotional campaigns, calendar invites and RSVP lists
- Respond to Members' requests regarding the Association's operations, programs and services as appropriate, in collaboration with Officers and staff

4. Responsibility: Communications – 25%

Duties:

- Maintain data for Membership email lists, survey lists, and voting lists for Membership communications, in collaboration with Officers and Staff
- Manage and update calendar events, committee lists, and general information on the Association website
- Assist with redevelopment of the Association website
- Assist the Officers and staff with time-sensitive communications, such as emails and announcements
- Draft and send out basic communications to Members regarding upcoming events and deadlines
- Assist with the Association newsletter, in collaboration with Secretary, President and MSOs
- Provide backfill support for communications-related duties as required, when other staff are on vacation or absent for no more than three weeks

5. Responsibility: Collective Bargaining – 0% (30% during bargaining)

Duties:

- Support staff, Officers, and the Negotiating Team in organizing meetings, events, catering, communications, and document preparation during collective bargaining
- Consult with Officers and staff to determine an appropriate division of labour among staff for administration, operations, communications, governance, and Member engagement during pre-bargaining and bargaining periods

QUALIFICATIONS:

Required:

Education and Experience

- Undergraduate degree and at least 3 years’ relevant work experience, or equivalent combination of education and experience

Administration / Operations

- Demonstrated office administration skills
- Demonstrated experience with the following software, or their equivalent: Microsoft Office (Outlook, Word, Excel, Teams), Zoom, Adobe Acrobat, Doodle Poll, Simple Survey, Simply Voting
- Demonstrated experience working with confidential and sensitive information
- Ability to work in a fast-paced, responsive and dynamic environment
- Ability to work independently and as part of a group
- Strong time management and priority-setting
- Initiative, perceptiveness and good judgment

Governance

- Demonstrated experience supporting committees, including scheduling, preparing agendas, and taking minutes

Membership Engagement

- Demonstrated experience in event design, development, coordination, and implementation
- Strong interpersonal and collaborative skills

Communications

- Excellent written and oral communication skills
- Excellent word-processing skills
- Demonstrated experience with website hosting/management programs, preferably WordPress
- Demonstrated experience with communications related data management (e.g. member lists, email lists, voting lists)

Preferred:

- Significant senior office administration experience supporting executive-level personnel
- Office management certification
- Knowledge of University of Victoria systems
- Knowledge of EDI (Equity, Diversity, Inclusion) in the workplace
- Experience working in a university environment
- Experience working in a union environment

Employee’s Signature:

Date:

Supervisor’s Signature:

Date: