

**The University of British Columbia**

**STANDARD JOB DESCRIPTION**

**JOB IDENTIFICATION**

Administrative Assistant 3

**JOB SUMMARY**

Job at this level provide responsible, diversified administrative, clerical and secretarial support of a complex nature, including coordinating procedures and processes, and may oversee the administration of a complex program or unit. The nature of work requires a broad and extensive knowledge of the organization and operation of the University and work unit. The work performed is involved in a confidential capacity which may encompass the areas of negotiations, grievances/arbitrations, discipline, personnel, human resource planning, budget planning, personnel and faculty policy, promotion and tenure and/or recruitment.

**WORK PERFORMED**

May perform any of the duties of the lower level clerical and secretarial classifications in addition to:

- Organizes operating procedures for a variety of clerical and administrative support functions to meet departmental needs.
- Acts as personal and confidential secretary by screening all incoming materials, referring matters for reply or additional information and prioritizing for the attention of supervisor.
- Composes complex correspondence containing authoritative information as required.
- Contacts senior officials, both inside and outside the faculty and University to obtain and disclose information on sensitive and restricted matters for the preparation of reports and memoranda.
- Schedules appointments and meetings, determining urgency and importance, with a view to achieving the optimum utilization of supervisor's available time. Keeps supervisor informed on a variety of administrative details.
- Compiles and analyzes data requiring considerable knowledge of the interpretation and application of department programs, policies and procedures.
- Attend faculty and committee meetings, record proceedings and prepare draft reports for such meetings. Selects and assembles information required for such committees involving the coordination of efforts and input from a variety of internal and external sources.
- Interprets policies and provides authoritative information on problem situations in assigned areas.
- Administers and controls special funding appropriations.

- Coordinate the work of a group of employees at lower classification levels, establishing work schedules and priorities, allocating work, training and being responsible for the performance of the work unit.
- Performs other related duties as required.

### **CONSEQUENCE OF ERROR/IMPACT OF DECISIONS**

Work is performed within authorized prescribed limits and/or an approved plan. Exercises independent initiative and judgment in developing methods, scheduling priorities, and coordinating and maintaining office routines which normally require input from various units and/or sources. Job tasks are governed generally by broad instructions, objectives, and policies, usually involving frequently changing conditions and priorities.

### **SUPERVISION RECEIVED**

Works independently under broad direction. Receives specific instructions only on unusual problems or on matters which depart radically from established policy and procedures.

### **SUPERVISION EXERCISED**

May oversee and direct work of secretarial and clerical staff at lower classifications, and may have input into staff selection and performance evaluation of employees.

### **PERSONNEL SPECIFICATIONS**

High school graduation, plus 2 years of post-secondary education, plus 4 years of related experience; or an equivalent combination of education and experience; or an equivalent combination of education and experience.

Ability to exercise a high level of tact and discretion in internal and external contact work, and the ability to independently apply a broad knowledge of policies and procedures. Ability to draft complex correspondence for signature, and write reports in clear concise business English. Ability to supervise, establish standards of performance and resolve work problems.