

Position Overview

Administrative Officer

The Administrative Officer is responsible for providing the Confederation with administrative support, bookkeeping, communications, and meeting and event coordination. The Administrative Officer reports directly to the Executive Director, and works to support the council, the executive committee, and elected officers. The Administrative Officer liaises with member faculty associations, allied organizations, and various levels of government.

The Administrative Officer should be organized, detail oriented, professional, and have excellent communication skills. This position requires experience in bookkeeping and event coordinating, as well as strong problem-solving and time-management abilities.

Duties

- Bookkeeping tasks such as tracking and reconciling accounts, issuing electronic fund transfers and cheques, deposits, and producing financial reports;
- Clerical duties such as answering phone calls, responding to emails, preparing communication documents, minute-taking, and meeting preparation;
- Coordinating and arranging meetings for council, with government representatives, and with other stakeholders;
- Coordinating the annual academic awards nomination and spring gala event;
- Coordinating conferences and events as needed, including liaising with conference and hotel executive event coordinators and other vendors;
- Performing daily record-keeping and annual document filing;
- Updating and maintaining organization's website www.cufa.bc.ca via Wordpress and newsletter circulation via Mailchimp;
- Ensuring efficient and effective administrative assistance; and
- Other relevant duties as assigned.

Qualifications and Skills

- Familiarity with post-secondary sector;
- Post-secondary degree or equivalent;
- At least three years' full-time work experience in an executive administrative role;
- Excellent oral and written communications including writing, editing, and proofreading;
- Working knowledge of bookkeeping procedures and principles;
- Proficiency in and willingness to learn a variety of computer software applications (Microsoft Office Suite, QuickBooks, Wordpress, DocuSign, Mailchimp, Canva);
- Strong organizational, problem-solving, time-management, and prioritizing skills in a multi-task environment;
- Effective multi-tasking and time-management skills, with ability to prioritize tasks; and
- Commitment to fostering positive working relationships within the Confederation.



Position Description Administrative Officer

KIND & LEVEL OF WORK

General

The Confederation represents over 5,500 professors, lecturers, instructors, and academic librarians at five research-intensive universities in BC: Royal Roads University, Simon Fraser University, the University of British Columbia, the University of Northern British Columbia, and the University of Victoria. The Confederation represents the unified voice of member faculty associations on a variety of issues affecting post-secondary education in British Columbia. We provide informed commentary and timely research to educate government and stakeholders on issues ranging from university governance to academic freedom to provincial funding for post-secondary education. We also provide resources and support to member faculty associations as requested.

Specific

The Administrative Officer is a vital part of the success of the Confederation by working to support the council, the executive committee, elected officers, and working groups. This position contributes to the continuity and institutional memory of the organization.

On a day-to-day basis, the Administrative Officer is responsible for providing administrative support, bookkeeping, communications, and meeting and event coordination to the Confederation under the direct supervision of the Executive Director. As needed, the Administrative Officer liaises with faculty associations, allied organizations, stakeholders, and various levels of government.

REPORTING RELATIONSHIPS

The Administrative Officer receives overall direction from and reports to the Executive Director. While the Administrative Officer has input into developing work plans and setting priorities, the final determination and assignment of duties resides with the Executive Director.

RESPONSIBILITIES & ACTIVITIES

The responsibilities of the Administrative Officer generally include, but are not limited to, the following:

Financial

- Performs bookkeeping tasks such as tracking and reconciling financial accounts, issuing electronic fund transfers and cheques, bank deposits, and performing monthly bank reconciliations; and
- Assists with preparing budgets, financial statements, and reports; and
- Other relevant duties as assigned.



Meeting & Event Coordination

- Coordinates two or three meetings each year of the Confederation's governing body, including liaising with conference and hotel executive event coordinators and other vendors;
- Coordinates regular meetings of the Executive Committee and working groups;
- Coordinates regular meetings with government, stakeholders, and allied organizations;
- Coordinates the nomination process for the annual academic awards;
- Coordinates all aspects of the annual academic awards spring gala, including liaising with conference and hotel executive event coordinators and other vendors;
- Coordinates quintennial conference on topic selected by Council, including liaising with conference and hotel executive event coordinators and other vendors; and
- Other relevant duties as assigned.

Administrative

- Carries out clerical duties such as answering phone calls, responding to emails, and preparing communication documents;
- Prepares reports, agendas, and other materials as directed or co-incident to other duties;
- Takes and prepares minutes of Council and Executive Committee meetings;
- Coordinates and arranges meetings for council, government representatives, and other stakeholders;
- Documents and follows up on important actions and decisions from meetings;
- Performs regular record-keeping and document filing;
- Monitors office supplies and equipment as needed;
- Ensures efficient and effective administrative assistance; and
- Other relevant duties as assigned.

Communication & Media Relations

- Reviews, formats, and edits communications and reports as needed;
- Disseminates communications as appropriate, including on social media;
- Prepares and circulates the weekly newsletter via Mailchimp; and
- Maintains and updates organizational website www.cufa.bc.ca; and
- Other relevant duties as assigned.