

The University of Winnipeg Class Specification
Revision Date: September, 2021

Classification: Administrative 1
Unit: AESES
Hay Point Range: 291 – 340

General character of jobs within this classification:

This classification is the introductory level of administrative support to a University program, department, faculty, administrative unit or area.

Incumbents typically perform general administrative duties or administer specific function(s) within a program, unit or area and, when required, act as a representative of their unit and/or the University. At this level, work involves interrelated and/or recurring functions that require following standardized processes or procedures.

Working under direction, incumbents exercise initiative and independence in planning, coordinating and supervising operational functions, and make recommendations concerning major changes. The supervision of employees at lower levels may be a requirement.

Typical duties:

- Interpret policies, procedures and regulations to staff, students and the public. Provide specialized assistance where required.
- Prepare, process and expedite administrative forms and maintain specialized files and/or records, which may involve hiring and payroll, student enrolment, or financial matters.
- Oversee and/or maintain accounting requirements associated with a unit or function including recording, authorizing expenditures and remittances, preparing journal and general ledger entries, and reconciling accounts.
- Prepare routine financial statements or year-end entries.
- Gather and analyze a variety of data, statistics and other information.
- Prepare reports and informational material to present to internal and external clients.
- Initiate correspondence and respond to inquiries related to the unit. Provide basic advising to students, current and potential, on academic programs and regulations.
- Plan, coordinate and/or conduct presentations to students, community and business partners.
- Develop and modify office procedures and work routines. Offer recommendations for modifications to policies, procedures and regulations.
- Act as a liaison with other departments, external institutions, agencies and the general public by developing and maintaining effective working relationships.
- Act as a representative of the unit and/or University on committees either internal or external where required.
- Coordinate and/or participate in special assignments or projects.
- Assign duties and/or supervise employees, which may include recommending hiring, training, scheduling work and reviewing performance.
- Act as an editor or coordinator for publications including writing, interviewing, editing, and publishing.
- Perform other related duties as required or assigned.

Qualifications:**Education, Training and Experience:**

- Undergraduate degree in a related discipline with one year of directed related administrative experience, or an acceptable equivalent combination of education and experience.

Knowledge, Abilities and Skills:

- Knowledge of the relating policies and procedures of the unit.
- Knowledge of procedures and practices in the fields of personnel, budgeting or accounting, may be required.
- Knowledge of principles and techniques for effective office administration.
- Effective oral and written communication skills.
- Ability to plan, organize, coordinate and establish work priorities and deadlines.
- Ability to make independent decisions.
- Ability to prepare reports and informational materials.
- Ability to establish and maintain effective working relationships with students, staff and the public.
- Some positions may require the ability to use specialized software packages for statistical analysis, graphic design or word processing.
- Some positions require demonstrated ability to supervise other employees.

Physical Requirements:

- Capable of performing the duties as assigned.