**APPENDIX A: Job Descriptions**

**Job Title:** Administrative Assistant

**Job Grade:** Grade 5, Step 4

**Reports To:** WLUFA President, Executive Director

**Employer:** WLUFA

**Date:** July 07, 2014

**Incumbent:** Larissa Brocklebank

WLUFA is the sole and exclusive bargaining agent for faculty members and librarians with regard to terms and conditions of employment. The Administrative Assistant provides support to the Association by assisting the efficient and effective functioning of the office. The incumbent works with confidential financial, grievance and negotiation information and works closely with the WLUFA President, Executive Director, Chief Negotiator, and Executive Committee members in the day-to-day running of the Association.

~~Accountabilities~~ **SPECIFIC DUTIES**

~~Communications:~~

~~Skills: The ability to communicate with faculty members and other members of the university community.~~

~~Responsibilities~~ Administrative/Communications:

* Provides administrative support
* Records minutes for various WLUFA committees as required
* Maintains Association records and files including archives of minutes
* Monitors the WLUFA email and gmail accountsand responds appropriately
* Maintains and updates membership database
* Enters and monitors compliance reports as per Collective Agreementsand notifies Executive Director of concerns
* Researches discrepancies from compliance reports with appropriate University personnel
* Assists with research assignments for negotiations
* Assists Communications Officer with design and layout of all newsletters
* Acts as co-administrator for social media outlets (i.e., WLUFA blog, Twitter, Tumblr, Facebook, etc.)
* Monitors inventory and orders office supplies
* Responds to inquiries from Members, and/or gathers information prior to passing the question along to senior staff
* Develops a knowledge of the Collective Agreements so as to be able to answer or direct Members’ inquiries
* Assembles and distributes documents to members
* ~~Develops and updates~~ Assists in the development and updating of the WLUFA website
* Assists with arrangements for WLUFA social events
* Assists with arrangements for meetings and workshops (e.g., AGM, negotiations and mobilization)
* Assists WLUFA committees with communications and events
* Updates Member listservs
* Communicates with Members through listservs
* Prepares reports of data and statistical information for negotiations and other areas of concern as requested
* Orders flowers and sends donations/cards on behalf of WLUFA for births, deaths, etc.
* Becomes familiar with University policies commonly affecting Association Members in order to answer general questions and be able to direct Members to the appropriate resources
* Travel Coordination:
	+ Registers participants at conferences
	+ Arranges travel for President, Executive Director, Executive Members, Faculty Members
	+ Arranges accommodations
* Maintains a library of reference materials, including publications from CAUT, OCUFA and information from other Canadian Universities
* Maintains a library of Senate and Board of Governors meeting minutes
* Maintains accurate University Board, Senate and Committee lists
* ~~Monitors and reviews the Human Resources website~~
* Distribution of bulk mailing materials to the Bargaining Units
* Assists with preparation of agenda packages for meetings and sending out to participants in a timely manner
* Prepares and distributes new member packages
* Learns and applies new survey and communication tools as required
* Other duties as assigned

~~Travel Coordination:~~

QUALIFICATIONS AND SKILLS

* Administrative support skills and demonstrated abilities in office management
* Computer skills in word processing, spreadsheets, and databases
* Ability to work in a confidential environment
* The ability to communicate with faculty members and other members of the university community
* Skills and experience in preparing agendas and coordinating meetings with multiple participants
* Experience making travel arrangements
* Proactive and solutions oriented

 The above Article is tentatively agreed to by the Parties.

 Dated at Waterloo, Ontario this day of \_ , 2018.

 CUPE 1281 WLUFA Sub-unit Wilfrid Laurier University Faculty Association

 Bargaining Committee Bargaining Committee

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 Chief Negotiator Chief Negotiator