**APPENDIX A: Job Descriptions**

**Job Title:** Senior Administrative Assistant

**Job Grade:** Grade 7, Step 4

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

**Employer:** WLUFA

**DATE:** July 11, 2014

**Incumbent:** Linda Watson

WLUFA is the sole and exclusive bargaining agent for faculty members and librarians. The Senior Administrative Assistant is responsible for ensuring the efficient operation and coordination of the administrative functions of the WLUFA Office. The incumbent must be able to handle a variety of tasks simultaneously, establish priorities using judgment and discretion, and work independently with a minimum of supervision. The incumbent works with confidential financial, grievance and negotiation information and works closely with the WLUFA President, Executive Director, Treasurer, Grievance Coordinator, Chief Negotiator, Executive Committee members and Grievance Officers in the day-to-day running of the Association.

**SPECIFIC DUTIES**

Administrative/Communications

* Provides service to the Membership (obtain and supply information, answer questions) and redirects inquiries if necessary
* Develops a sound knowledge of and interprets the WLUFA full-time and part-time collective agreements
* Is familiar with university policies commonly affecting Association Members in order to answer general questions and be able to direct Members to the appropriate resources
* Meets with prospective grievors to collect information
* Prepares material and timelines for grievances
* Serves grievances as necessary
* Attends grievance meetings and takes notes
* Organizes and attends Grievance Committee meetings and takes and prepares minutes
* Participates in setting the Agenda for Executive and Grievance Committee meetings and General Meetings
* Takes and prepares minutes of Executive Committee, General and Bargaining Unit Meetings and submits to the WLUFA Secretary for approval before distribution
* Arranges room bookings and catering for meetings
* Arranges WLUFA social events and workshops
* Assists with maintenance of the Membership database for both the Part-time and Full-time Bargaining Units
* Maintains accurate WLUFA Committee lists
* Reviews full-time letters of appointment; checks for errors and anomalies; enters data into Membership database
* Enters and monitors compliance reports as per Collective Agreements
* Researches discrepancies from compliance reports with appropriate University personnel
* Inputs and reports new faculty hires’ salaries to the ~~President~~ Executive Director
* Prepares correspondence on behalf of the Executive/President
* ~~Designs and updates communication pieces (brochures, flyers, invitations)~~
* Administers electronic votes
* Organizes, communicates and oversees ratification votes
* Prepares reports of data and statistical information for negotiations and other areas of concern as requested
* Acts as recording secretary for negotiations, as required
* Manages office space, furnishings and equipment
* ~~Attends COFAS meetings~~
* Liaises with OCUFA, CAUT, and other faculty associations and other university campus groups when required
* Other duties as assigned

Financial Administration

* Processes invoice, cheque preparation and accounting system entries
* Manages accounts receivable/payable
* Reconciles inter-department (University) accounts with print-out from Banner
* Reconciles bank statements on a monthly basis
* Prepares monthly financial statements
* Prepares and monitors budget in conjunction with the Treasurer and Executive Director for approval by the Executive Committee and Membership at the Annual General Meeting
* Reviews financial statements and reports in conjunction with the Treasurer and Executive Director for approval by the Executive Committee and Membership at the Annual General Meeting
* Monitors bank account(s) and investments in conjunction with the Treasurer and Executive Director
* Makes bank deposits
* Verifies monthly University payroll dues deductions for Members and researches discrepancies with appropriate University personnel
* Verifies number of Members for CAUT and OCUFA dues paid monthly
* Prepares year-end statements for auditor
* Liaises with the external auditor and enters adjusting entries given by auditor at year end

QUALIFICATIONS AND SKILLS

* Administrative support skills and demonstrated abilities in office management
* Computer skills in word processing, spreadsheets, and databases
* College diploma, or equivalent, in accounting or bookkeeping
* 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
* Ability to work in a confidential environment
* Organizational and prioritizing skills
* 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

per \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ per \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chief Negotiator Chief Negotiator