



CUPE POSITION DESCRIPTION TEMPLATE

WORKING TITLE: Admin Support Clerk

DATE PREPARED: NOV 2019

DEPARTMENT: Academic Innovation and Applied Research

POSITION STATUS: AUXILIARY OR TERM

LOCATION: Cranbrook Campus

POSITION NUMBER: 189

SUMMARY OF RESPONSIBILITIES

Reporting to the Chair of Academic Innovation and Applied Research this position is responsible for the development and maintenance of a database of funding opportunities for applied research projects, and for the tracking of grant applications and awards. The successful candidate is also responsible for file management, including digital file management. Experience with business communications and editing for spelling, and grammar is required. The successful candidate will also be communicating with faculty, production support, and marketing to create and revise research documents.

KEY DUTIES & RESPONSIBILITIES (*list the key 7 – 10 in descending order of importance*)

1. **Creation of database of research funding opportunities**
2. **Monitoring of information systems to track grant applications, certifications, and awards**
3. **Filing and organization of files**
4. **Collating website content**
5. **Processing timesheets**
6. **Communicating general funding opportunities with upcoming deadlines to faculty**
7. **Communicating current research with the marketing department**
8. **Communicating with Production Services and Marketing around the development or editing of research office documents and marketing material.**
9. **Editing documents for accurate information, grammatical errors, and layout**
10. **Taking minutes at meetings**
11. **Other duties as required**

Other Related and Reporting Duties:

DECISION MAKING

- Makes decisions based on existing policies and procedures

POSITION RELATED QUALIFICATIONS – EDUCATION AND EXPERIENCE

- An Administrative Assistant Specialty Certificate is required for this position.

POSITION SPECIFIC WORKING CONDITIONS and ENVIRONMENT, SAFETY REQUIREMENTS

Physical and Mental Effort:

- Long periods of sitting are required

Work Environment:

Typical office environment.

Safety Requirements:

- None

COLLEGE OF THE ROCKIES RECRUITMENT SPECIFICATIONS

Describe the minimum qualifications and specifications required of the position in order to perform the role competently. (The focus is on the position, not the person or their performance).

| <u>ESSENTIAL</u> | <u>DESIRABLE</u> |
|--|------------------|
| Formal Education: - Administrative Assistant Specialty Certificate | - |
| Related Work Experience: - experience developing and maintaining databases | - |
| Problem Solving and Complexity: - great attention to detail - independent, self-starter and be able to identify problems that require attention | - |
| Computers/Technology/Specialized Equipment: - must have familiar working knowledge of Microsoft Office programs such as Outlook, Excel, Word, and OneDrive | |
| Communication and Interpersonal Skills: - strong customer service and communication skills | - |

REVIEWS and APPROVALS

| | |
|---|--------------|
| EMPLOYEE SIGNATURE: | DATE: |
| The employee signs off the position's description during final review/discussion with the manager/supervisor. | |

| | |
|---|--------------|
| MANAGER/SUPERVISOR SIGNATURE (APPROVAL): | DATE: |
| The manager/supervisor signs off (approves) the position's description after final review/discussion with the employee. | |