

ACM, Administrative Assistant

Department: School of Architecture, Faculty of Engineering

General Accountability

Working under the direct supervision of the System Manager, the Administrative Assistant will be responsible for the operation of the Architecture Supply Store and the department's large format printing and scanning services. The AA is responsible for accounting and budgeting for ACM and the Supply Store.

Nature and Scope

Located in the Galt City Centre of Cambridge, Ontario, The School of Architecture offers a program leading to an accredited professional degree. The program has two components, a four year Honours Bachelor of Architectural Studies (BAS), and a one year professional Master of Architecture. The two degrees in combination constitute the professional program accredited by the Canadian Architectural Certification Board.

The AA is responsible for supervising and directing casual staff and co-op students on various facility and/or office related tasks and projects. The position also supports 20 full-time Faculty, 20-30 adjunct appointees, 350 honours BAS undergraduate students and 60 graduate students. In addition, the AA lends support to 7-10 staff members of the library and administrative departments within the school.

The AA works with the System Manager and Multimedia Specialist in coordinating services delivered by ACM as well as maintaining significant internal and external relationships for the School of Architecture including but not limited to SofA students, faculty and staff, Faculty of Engineering IT, Information Systems and Technology (IST), Watcard Office, Finance, Procurement and Contract Services, Human Resources, UW Graphics, UW Computer Store, Outside vendors and service representatives (Gwartzmans, Curry's, Staples, Ricoh, Xerox, etc) and off campus visitors. The incumbent provides support with administration, budget and financial management, human resources, and coordination for the ACM department of the SofA.

Specific Accountability

A customer service focused individual with experience in a front-line student/service related position. The AA is responsible for the operation of the store, assisting students, faculty and staff with large format printing and scanning, performing regular inventory and ordering store supplies as necessary. The AA is responsible for managing conflict free booking to students, staff, and faculty of ACM equipment including digital cameras, projectors, audio equipment, and room bookings including the Photo studio and darkroom.

The AA will provide first level support for trouble-shooting printing problems, including monitoring/replenishing toner and paper supplies, resolving general

software printing issues, and computing setup assistance for student laptops escalating issues to technical staff as necessary.

The AA is responsible for maintaining all financial records for ACM and the Supply Store. He/She prepares budget and accounts, reconciliations, travel advances, general ledgers, and petty cash. The AA monitors the Watcard accounts providing support as required.

The AA manages payroll for casual staff. He/She oversees the recruitment, selection, training, supervision, work schedules, performance evaluations, coaching and coordination of activities for all casual/part-time staff as well as co-op students for the ACM department. He/She supervises the helpdesk as well as monitors the vacation and flex-time schedule for the Systems Manager and Multimedia Specialist.

The AA is responsible for content updates to the SofA website as directed from administrative staff using Dreamweaver.

The position is a 35-hour/week and may require occasional evening and weekend hours. ACM/Supply store hours are Monday to Friday 10am – 6pm (closing for lunch from 12pm-1pm).