

# Administrative Assistant

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## Position Details

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### Position Information

<b>Position Title</b>	Administrative Assistant
<b>Department/Unit</b>	Animal Science and Aquaculture
<b>Location</b>	Truro
<b>Posting Number</b>	S197-20
<b>Employee Group</b>	NSGEU Local 77
<b>Position Type</b>	Term
<b>Duration of Contract (if applicable)</b>	One (1) year
<b>Employment Type</b>	Full Time
<b>Full-time Equivalency (FTE)</b>	1.0
<b>Salary</b>	\$23.18 - \$28.27 per hour (\$42,187 - \$51,448 per annum, 35 hours per week)
<b>Classification</b>	AS1

### Provisional Statement

### About Dalhousie University

Dalhousie University is Atlantic Canada's leading research-intensive university and a driver of the region's intellectual, social and economic development. Located in the heart of Halifax, Nova Scotia, with an Agricultural Campus in Truro/Bible Hill, Dalhousie is a truly national and international university, with more than half of our 19,000 students coming from outside of the province. Our 6,000 faculty and staff foster a vibrant, purpose-driven community, that celebrated 200 years of academic excellence in 2018.

### Job Summary

The Faculty of Agriculture, Dalhousie University is a small research-intensive campus located in Truro, NS. Offering technical, undergraduate and graduate programs in agriculture, environment and related life and social science disciplines, the Faculty of Agriculture educates future leaders and generates knowledge and innovative solutions for healthy, sustainable societies. Reporting jointly to the Department Chair, Animal Science & Aquaculture (ASA) and the Manager, Programs & Administration, Agricultural Campus (AC) Farm, the Administrative Assistant will provide administrative and financial support to both ASA and the AC Farm.

### Key Responsibilities

- Support the financial management of both ASA and the Farm's accounts by reviewing budgets on a monthly basis, investigating and advising on variances; researching and making recommendations regarding purchasing options; and reconciling PCard statements and financial reports.
- Generate, review and process financial forms and documents, including invoices, journal entries, purchase orders, receipts and cheque requisitions, ensuring documentation is correct and complete, and expenditures follow applicable policies and regulations.
- Provide assistance to faculty and staff on human resources related issues and processes. Complete payroll forms; collect, review and submit timesheets, calculating

overtime; support academic search committees.

- Provide administrative support to the Department Chair and Farm Managers as well as to faculty and staff in both units. Maintain electronic and paper records, including detailed equipment records (e.g. repairs, recovery fees).

- Serve as a resource to faculty, staff and students regarding University policies, procedures and regulations. Respond to a wide variety of inquiries from staff and faculty as well as students and the general public.

- Provide back-up administrative support as required.

## Note

## Qualifications

Business/Office Administration diploma with approximately three to five years related experience (or equivalent combination of training and experience). Demonstrated knowledge of and/or experience in budget review and accounting systems required. Demonstrated attention to detail, organizational skills and ability to problem-solve while balancing competing priorities required. Must demonstrate strong interpersonal and communication (verbal and written) skills. Strong MS Office skills, particularly Excel and Word, are required. Familiarity with Dalhousie's online financial records systems and/or human resources processes (e.g. payroll, recruitment) would be an asset.

## Job Competencies

## Additional Information

Dalhousie University supports a healthy and balanced lifestyle. Our total compensation package includes a defined benefit pension plan, health and dental plans, a health spending account, an employee and family assistance program and a tuition assistance program.

## Application Consideration

Bargaining unit employees for NSGEU local 77 are given first consideration and will be notified regarding the status of their application. All other applicants will be considered when there is no qualified internal candidate.

We thank all applicants for their interest, however, only candidates selected for an interview will be contacted.

## Diversity Statement

Dalhousie University is committed to fostering a collegial culture grounded in diversity and inclusiveness. The university encourages applications from Indigenous persons, persons with a disability, racially visible persons, women, persons of a minority sexual orientation and/or gender identity, and all candidates who would contribute to the diversity of our community. For more information, please visit [www.dal.ca/hiringfordiversity](http://www.dal.ca/hiringfordiversity).

## Posting Detail Information

### Number of Vacancies

One (1)

### Open Date

11/12/2020

### Close Date

11/19/2020

### Open Until Filled

No

### Special Instructions to Applicant

### Quick Link for Direct Access to Posting

<http://dal.peopleadmin.ca/postings/4801>

## Supplemental Questions

Required fields are indicated with an asterisk (\*).

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## Documents Needed to Apply

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### Required Documents

1. Résumé / Curriculum Vitae (CV)

### Optional Documents

1. Cover Letter