

Appendix 1 – Sample Responsibilities¹.

Staff in roles as Department Secretaries may be responsible for:

- Budget Monitoring (e.g. tracking budget, monitoring spending, purchasing, E-cards)
- Front-line Service (dealing with requests from students, faculty)
- Providing Support and Resources to chair.
- Office Management
- Administrative Support (e.g. scheduling meetings, authorizations for spending, travel expense forms and arrangements)
- Organizing & Scheduling of Meetings

Staff in administrative officer roles might be responsible for:

- Finance and Accounting (e.g. tracking and maintenance of budget, monitoring spending, authorizations for spending, purchasing)
- Project Management – Planning (e.g. time management, prioritizing, resource identification, project budgets, project communication, follow-up and evaluation)
- Performance Development & Coaching of staff they supervise (e.g. goal setting, planning for training of staff, coaching and feedback)
- Selection & Hiring for Unit (Tracking recruitment process or administering it)
- Problem Solving & Decision Making (e.g. Keep complete & accurate records)

Staff members in executive assistant roles for Research Centres might be responsible for:

- Budget Monitoring (e.g. monitoring spending, tracking budget, authorizations for spending, purchasing, E-cards)
- Administrative Support (e.g. scheduling meetings, research project support, travel expense forms and arrangements, HR forms and paper work)
- External / communications (e.g. with the press, other organizations)
- Grant preparation re budgets and on line forms
- Supervising of other staff (e.g. hiring, training, performance coaching)
- Committee support (e.g. scheduling, minutes, to do lists, actions follow-up)
- Reports (e.g. newsletters, reporting, recording)
- Events (e.g. planning, conferences, outreach)
- Graphic design (e.g. website maintenance, e-bulletins, newsletters, photo-ID tags, brochures – layout, design, logo design)
- Journal publications (e.g. references, uploading, databases management)
- Real estate (e.g. Multi-site management, Database, inventories)

¹ These lists created from the May 11, 2006 workshop for Department Secretaries, Administrative Officers, and Executive Assistants: "Using Your Expertise in Shaping the Future: Helping your New Dean or Chair to Navigate their Role"