|  |
| --- |
|  **CUPE 951 JOB DESCRIPTION** |
| **JOB:** | **TITLE:** |
| **DEPARTMENT:** | **POSITION NO:** |
| **SUPERVISOR:** | **LAST UPDATED:** |

|  |
| --- |
| **SUMMARY:** *Provide a brief summary of the primary functions and purpose of the position* |

|  |
| --- |
| **MAJOR RESPONSIBILITES AND DUTIES:** *(In order of importance to a maximum of 8)**In the major responsibilities that follow, consider which of the four themes of the* [*UVic Competency Model*](https://www.uvic.ca/hr/assets/docs/ld/competency_model/CompetencyModel.pdf) *relate directly to the core responsibilities of the role. The competencies are not prescriptive, so consider which competencies may apply and how they should be reflected in the described duties. For example, a postion may reflect the ‘Provide Excellent Service’ competency by including in the duties the responsibility to provide timely and reliable service that meets client’s needs.* *The* [*Supervisor’s Guide to Using UVic Competencies*](https://www.uvic.ca/hr/assets/docs/ld/competency_model/UVicCompetencySupervisor_GUI_Winter2018.pdf) *and the ‘How Could This Be Demonstrated’ section of the themed* [*Resource Guides*](https://www.uvic.ca/hr/services/home/learning/competency_model/index.php) *can be helpful when considering the duties of the position.*  |
| **1. Responsibility:** *(Provide a brief title and include %; example: Administrative Support for the Dean - 40%)* |
|  **Duties:** *(Summarize duties in plain language)* |

|  |
| --- |
| **2. Responsibility:**  |
|  **Duties:** |

|  |
| --- |
| **3. Responsibility:**  |
|  **Duties:** |

|  |
| --- |
| **4. Responsibility:**  |
|  **Duties:** |

|  |
| --- |
| **5. Responsibility:**  |
|  **Duties:** |

|  |
| --- |
| **6. Responsibility:**  |
|  **Duties:** |

|  |
| --- |
| **7. Responsibility:**  |
|  **Duties:** |

|  |
| --- |
| **8. Responsibility:**  |
|  **Duties:** |

|  |
| --- |
| **REQUIRED QUALIFICATIONS:** *Identify the qualifications required to perform the job. These should be directly related to the work and not to the education and experience level of the current incumbent.**In the Skills and Specialized Knowledge/Education sections consider which skills, abilities, or knowledge may be required of the role to be successful. The* [*UVic Competency Model*](https://www.uvic.ca/hr/services/home/learning/competency_model/index.php) *has four competency themes that describe UVic’s aspirations, and twelve competency behaviours. The competencies are not prescriptive, so consider which competencies may apply and how they should be reflected (e.g. level of standard or skill). For example, a position that provides service may reflect the ‘Provide Excellent Service’ competency by requiring exceptional listening skills.**The* [*Supervisor’s Guide to Using UVic Competencies*](https://www.uvic.ca/hr/assets/docs/ld/competency_model/UVicCompetencySupervisor_GUI_Winter2018.pdf) *and the ‘Suggested Skills to Develop’ section of the themed* [*Resource Guides*](https://www.uvic.ca/hr/services/home/learning/competency_model/index.php) *can be helpful when considering what skills, abilities or knowledge will be required to carry out the duties of the position.*  |
| **Experience:**     **Knowledge/Skills/Abilities:** (***some examples include***)* Demonstrated commitment to valuing the principles of truth, reconciliation and respect, equity diversity and inclusion, and contributing to an inclusive and respectful working and learning environment.
* Strong organizational skills and attention to detail required.
* Strong administrative skills including scheduling meetings and calendar coordination.
* Strong communication and interpersonal skills with the ability to work effectively within a team environment, as well as the larger UVic community and external agencies.
* Strong writing and editing skills.
* Experience in maintaining confidential and sensitive information.
* Ability to work independently and manage multiple tasks and projects simultaneously required.
* Experience with pre-planning and recording meetings.
* Proficiency with computer applications (i.e. MS-Office Suite, Adobe Create Suite, content management systems).
* Experience with event planning and coordination preferred.

**Specialized Knowledge/Education:** |