Position Title: Office Administrator, Multifaith Services

Multifaith Services: The mission of Multifaith Services is to provide religious support and spiritual care for the students and staff at the University of Victoria. We offer pastoral counselling, prayer and meditation groups, learning circles, religious education, retreats, and workshops on a variety of topics in order to support the faith development of the campus community. We also serve as a liaison between the campus and religious groups in the Greater Victoria area.

Job Description:
- To coordinate the administrative needs and communications of Multifaith Services and the Interfaith Chapel.
- To provide information and reception to clients of Multifaith Services and the Interfaith Chapel.
- To support the work and activities of the Multifaith Chaplaincy Team.

DUTIES AND RESPONSIBILITIES:

Reception – 20%

a) Welcome clients in person, by telephone, or email and assist in facilitating access to appropriate resources including referrals. Knowledge of other Student Affairs units beneficial.

b) Provide professional and timely service and effectively respond to enquiries about chapel use.

c) Appraise situations and refer clients to appropriate chaplains.

d) Observe at all times appropriate professional boundaries, confidentiality and privacy.

e) Maintain a positive, pleasant, clean and orderly environment in the Interfaith Chapel and drop-in area, and ensure wheelchair accessibility.

f) Ensure proper signs and information during absences, vacations and closed hours.

Office Operation and Administration – 35%

a) Manage an effective Multifaith Services office filing system.

b) Maintain the organization, distribution, and the possession of University keys by Multifaith chaplains and others as required. Collect keys and ID badge from chaplains who leave Multifaith Services.

c) Ensure that Multifaith Services is appropriately stocked with necessary supplies and materials, anticipating seasonal fluctuations.

d) Undertake bookings of the Interfaith chapel, Multifaith services, and chaplains’ offices as requested by chaplains.

e) Assist in the orientation and information sharing for new chaplains with the Chaplain’s Manual, distribution of keys, campus tour etc.

f) Assist in coordination of chaplain participation in Clubs Days, President’s BBQ, New Student Orientations, Convocation Ceremonies, Annual General Meeting, and other events, as requested.

g) Prepare Financial Aid Work Study applications and assist with work study students’ payroll, monitoring of hours, and other work study related matters as needed.

h) Ensure technology at Multifaith Services remains in proper working order, and perform regular hard-drive backups for all Multifaith Services computers. Liaise with university systems and help desk when needed.

i) Organize and keep up-to-date on chapel bookings for weddings/memorials, submit payments, contact clients with times/dates, assign hours to chapel attendants, hire students to replace graduating attendants.
Correspondence/Email – 15%

a) Prepare and distribute agendas, reports, information and minutes of Team Meetings.
b) Receive, organize, photocopy and distribute in-coming correspondence and information to chaplains, as appropriate.
c) Prepare reports, letters and notices as requested by chaplains and ensure effective information sharing among chaplains.
d) Respond to intra-campus correspondence as required.
e) Maintain and amend current contact information and database of participating member communities.
f) Maintain and amend current contact information concerning chaplains, their availability and vacation schedules.
g) Coordinate and distribute the Multifaith Services Annual General Report (30 days prior), agenda, financial report, budget, and minutes, and record proceedings of Annual General Meeting.

Communications and Publicity – 20%

a) Produce, publish and distribute Multifaith Services newsletters, posters, brochures and flyers as requested, including blogs, Facebook and Twitter.
b) Organize and maintain up-to-date signs, bulletin boards, brochures and related materials within the Multifaith Services environment on campus.
c) Produce, maintain and distribute a current and accurate record of Multifaith Services activities, programs and events.
d) Organize and maintain up-to-date advertising on the external sandwich board, campus bulletin boards, UVic Events Website, Multifaith Services website and electronic media including Twitter and Facebook.
e) Liaise with Printing Services, Student Affairs and other organizations to ensure Multifaith Services information is current and accurate in Campus Directories.
f) Provide (CSEC) Security and IESS departments with semi-annual list of emergency contact information.
g) Maintain, update and amend the Multifaith Services website and related pages to ensure content is current, accurate and user-friendly.

Maintenance of Financial Accounts – 10%

a) Prepare check requisitions for payment to Multifaith Services accounts.
b) Prepare account deposits.
c) Undertake monthly reconciliation with University financial statements.
d) Maintain payroll, change-of-status forms, Work Study Student and Chapel Attendant payroll forms.
e) Prepare annual financial report for the Annual General Meeting.
f) Assist in preparation of budget for the Annual General Meeting.
g) Assist in financial management of special events and projects of Multifaith Services.
h) Invoice member community support payments, as required.
TERMS OF EMPLOYMENT

Employment contract will be reviewed annually.

Salary

$2,362.50 per month.

Hours of Employment

- 28 hours of work in a week
- Working hours are 8:30/9:00am to 2:30/3:00pm.
- Greater flexibility of work hours, with Director’s approval, during summer months

Annual Vacation

- To be taken between May 1 and August 15th.
- 3 weeks paid vacation after 12 consecutive months of employment.
- 4 weeks paid vacation after 5 consecutive years of employment.

QUALIFICATIONS REQUIRED FOR THIS POSITION:

Education:

a) Post-secondary education or equivalent.
b) Training or certification in office/business administration, or equivalent.

Experience:

a) Working with students and understanding of student development theory.
b) Demonstrated high proficiency in computer skills, including graphic design and web design skills. Experience with Microsoft Publisher, Photoshop, Illustrator, InDesign is an asset.
c) Ability to develop and maintain positive professional relationships and work effectively in a team situation.
d) Positive attitude towards all faith traditions and spiritual exploration.
e) Demonstrated proficiency in financial management/book-keeping skills.
f) Highly developed written and oral communication skills.
g) Strong interpersonal skills, maturity, empathy and boundaries.
h) Ability to set priorities and manage varied workloads.
i) Ability to deal with sensitive personal and social issues with tact, confidentiality and diplomacy.
j) Highly developed organizational and time management skills.
k) Appreciation for the nature/needs of university undergraduate and graduate students an asset.

Application Information:

In your application, please indicate whether you are legally able to work in Canada. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority.

Application materials include: a cover letter, CV, and three professional references. All materials need to be received by November 3rd, 2017, at the following:

Dr. Rita Knodel, R. Psych.
Director of Counselling Services and of Multifaith Services
ATTN: Application for Office Administrator
Multifaith Services
Interfaith Chapel