

NOTICE OF VACANCY

UNION LOCAL - C.A.W. 2458 - Full Time Office and Clerical Unit

POSITION TITLE: Secretary to the Law Librarian
CLASSIFICATION: '8'
DEPARTMENT: Paul Martin Law Library
RATE OF PAY: As per schedule 'A' - C.A.W. 2458 FT Collective Agreement
HOURS OF WORK: Monday to Friday, 8:30am to 4:30pm

PRIMARY RESPONSIBILITY:

The Secretary to the Law Librarian is responsible for providing administrative support to the Law Librarian to ensure the efficient administration of the Law Library.

SUMMARY OF DUTIES:

- 1 Administrative support - co-ordinates and organizes the administration of the Law Library;
- 2 Budgetary - monitors, reports on, and transfers funds relating to the Law Library's non-book financial accounts; processes non-book invoices for payment using FIS;
- 3 Statistics and Reports - creates and maintains Excel files and prepares a number of monthly and annual statistical reports;
- 4 Building Access, Maintenance, Renovations and Upgrades - maintains and updates a record of all keys access cards, and service work needed within the Department;
- 5 Supplies and Equipment - prepares purchase orders; follows up with vendors and organizes the supplies room; maintains an inventory of supplies;
- 6 Classroom Support - assists the Reference Librarian(s) in administering the online classroom registration system, and advertising the legal research classes; prepares copies of hand-outs; and prepares student registration lists for all law students
- 7 Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS:

Minimum 3 years of experience working as a secretary or office administrator is required. Excellent written and oral communication, interpersonal, organizational, and customer service skills. Must have the ability to multi-task, maintain confidentiality, work with minimal supervision and work well with others. Proficient in the use of intermediate level MS Word, intermediate level MS Excel, and in databases and email. Experience using the Financial Information System (FIS) including preparing reports, budget transfers and journal entries. Typing 50NWPM.

PREFERRED QUALIFICATIONS:

Post-secondary education in business administration, finance, management or accounting; familiarity with University of Windsor departments, purchasing and contracting policies; experience using an integrated library system and experience using SoftTime XP are preferred. Experience using the advanced tools of Adobe X Professional.

THE FOLLOWING TESTS WILL BE ADMINISTERED:

Typing; MS Word (Intermediate Level), Excel (Intermediate Level).

In accordance with Canadian Immigration Requirements, all qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. In pursuit of the University of Windsor's Employment Equity Plan, members from the designated groups (Women, Aboriginal Peoples, Visible Minorities, Persons with Disabilities, and Members of Sexual Minorities) are encouraged to apply.

EMPLOYEES INTERESTED IN THE ABOVE ARE REQUESTED TO APPLY IN WRITING BY COMPLETING AN "APPLICATION FOR TRANSFER" FORM AND FORWARDING IT TO:

employment@uwindsor.ca
DEPARTMENT OF HUMAN RESOURCES ON OR BEFORE:
Monday, April 29, 2013 - 4 p.m.

The 'Application for Transfer' form can be obtained in the Department of Human Resources
2013-FT-13