

**Administrative Assistant
Academic (II)
Department of Anthropology
McMaster University**

Posting Details

The Department of Anthropology is part of the Faculty of Social Sciences at McMaster University (one of the top 100 Universities in the world.) We are a team of staff, faculty members, instructors, post-docs and students who are dedicated to excellence in teaching and research. We are looking for an administrative assistant to join our team to provide administrative support to our undergraduate programs.

Job Summary

Responsible for providing administrative support for an academic program or department. Plans and coordinates a variety of academic or department events and activities. Performs the duties of the position in accordance with established policies, procedures, and calendar of events.

Purpose and Key Functions

- Identify and analyze problems with the program and prepare recommendations for review and approval.
- Investigate questions and resolve problems concerning program, curricula, and admissions.
- Inform faculty of student eligibility for funding opportunities and discuss funding scenarios and scholarship options on a case by case basis.
- Advocate on behalf of students who require accommodations or non-standard arrangements with regards to funding and program requirements.
- Collect, analyze, assess, and summarize information relevant to the decision making process and develop recommendations for final approval and implementation.
- Identify external funding opportunities and identify candidates in the program who meet the criteria for these competitions.
- Plan and coordinate a variety of events and activities such as seminars, workshops, and conferences.
- Create financial projections and make adjustments to the program budget throughout the fiscal year.
- Deliver a variety of academic program or department presentations.

- Review and process applications for internal and external scholarship competitions and program admission.
- Compile and distribute application and admission files for review by the Admissions Committee.
- Assess and summarize the qualifications of eligible applicants and ensure that all applications are complete.
- Provide updates to applicants about the status of their application.
- Coordinate and organize regularly recurring events such as registration, timetabling, room bookings, examinations, committee meetings, and course material requests.
- Monitor and review program registrations and liaise with other departments to process changes to student records and registration.
- Compile course information and update course calendar information.
- Apply standard mathematical skills such as calculations, formulas, and equations to perform routine calculations.
- Greet visitors, answer or redirect general inquiries in person, by telephone and via email and respond independently to inquiries that are specific in nature and require a thorough knowledge of established policies and procedures.
- Provide program and admissions information to potential applicants, students and faculty.
- Act as a liaison between students and the various individuals and offices within and external to the department.
- Inform faculty of established procedures for exam preparation and grade submissions. Ensure that proper procedures are followed and deadlines are adhered to.
- Ensure that there are no conflicts with student timetables and work with the appropriate office to resolve course conflicts.
- Monitor student course registration and provide electronic permissions to allow students to enroll in limited enrolment courses.
- Monitor budgets and reconcile accounts. Complete financial forms such as travel expense reports, electronic cheque requisitions, purchase orders and journal entries.
- Gather and compile the paperwork required to facilitate hiring and payment processes.
- Input financial and employee information required to process pay.
- Write a variety of documents such as correspondence, reports, and meeting minutes.
- Format, word process, edit, and proofread a variety of documents and materials.
- Gather and compile data and documentation for a variety of reports, memos, and program activities.

- Gather, assemble, and distribute documentation required for registration, course material, grade appeals, reinstatements, course overload and prerequisite permissions, and transfer credits.
- Collect, verify, and input data into a variety of spreadsheets and databases.
- Update and maintain information and content on websites and social networks.
- Coordinate the calendar of supervisor and resolve scheduling conflicts.
- Schedule and coordinate meetings including room bookings, agendas, catering and travel arrangements.
- Monitor and order office supplies.
- Source and obtain pricing information for office supplies and equipment.
- Set up and maintain filing systems, both electronic and hard copy.
- Classify, sort, and file correspondence, records, and other documents.
- Update and maintain confidential files and records. Handle sensitive material in accordance with established policies.
- Assemble, copy, collate, and disseminate a variety of documents and materials.
- Open and distribute incoming mail and faxes.
- Prepare outgoing mail, faxes, and courier shipments.
- Maintain the confidentiality of student files and documents.

How To Apply

To apply for this job, please submit your application (cover letter and CV/resume) online through [Mosaic](#) (job opening 68570.) Applications close at midnight on April 20, 2025.

Employment Equity Statement

McMaster University is located on the traditional territories of the Haudenosaunee and Mississauga Nations and within the lands protected by the “Dish With One Spoon” wampum agreement.

The diversity of our workforce is at the core of our innovation and creativity and strengthens our research and teaching excellence. In keeping with its Statement on Building an Inclusive Community with a Shared Purpose, McMaster University strives to embody the values of respect, collaboration and diversity, and has a strong commitment to employment equity.

The University seeks qualified candidates who share our commitment to equity and inclusion, who will contribute to the diversification of ideas and perspectives, and especially welcomes applications from indigenous (First Nations, Métis or Inuit) peoples, members of racialized communities, persons with disabilities, women, and persons who identify as 2SLGBTQ+.

As part of McMaster's commitment, all applicants are invited to complete a confidential Applicant Diversity Survey through the online application submission process. The Survey questionnaire requests voluntary self-identification in relation to equity-seeking groups that have historically faced and continue to face barriers in employment. Please refer to the Applicant Diversity Survey - Statement of Collection for additional information.

Job applicants requiring accommodation to participate in the hiring process should contact:

Human Resources Service Centre at 905-525-9140 ext. 222-HR (22247), or

Faculty of Health Sciences HR Office at ext. 22207, or

School of Graduate Studies at ext. 23679

to communicate accommodation needs.

Hybrid Work Language

To ensure an ongoing and vibrant University community that meets the needs of our students, staff and faculty and supports the University mission, ability to work on-site continues to be a requirement for most University positions. The University is supportive of exploring flexible work arrangements that effectively balance operational needs and employee interests.