
JOB DESCRIPTION

BUSINESS TITLE: KPP Program Assistant
EMPLOYMENT GROUP: CUPE 2950 (Cler/Secr/Library)
JOB FAMILY: Program Assistant 2
JOB CODE: 286611
VP/FACULTY: Faculty of Arts
DEPARTMENT: School of Public Policy
PAY GRADE: 5
FULL/PART-TIME: Part-Time (51%)

JOB SUMMARY

Working in the School of Public Policy and Global Affairs (SPPGA), the Program Assistant provides part-time financial and administrative support to the Canada-DPRK Knowledge Partnership Program (KPP). Key responsibilities include processing and reconciling program expenses, supporting the KPP Visiting Scholars Program (VSP), assisting with the organization of conferences and study tours, and providing administrative assistant support to the KPP Director.

ORGANIZATIONAL STATUS

Reports to the KPP Program Manager. Works closely with and provides administrative assistant support to the KPP Director. Interacts with visiting scholars, conference attendees and guest speakers, as well as faculty and staff within the School, other relevant UBC units, and external organizations.

WORK PERFORMED

Financial Support

- Performs monthly ledger reconciliations on PGs to ensure accuracy, completeness, and propriety of entries/transactions posted
- Prepares, submits and processes journal vouchers, requisitions for payment, travel requisitions, travel advances, SMART forms, purchase requisitions and invoices
- Reconciles program credit card accounts; ensures that paperwork is completed to meet payment due dates so that no delinquency fees are charged
- Maintains a tracking logbook of journal vouchers, requisitions for payment, travel requisitions, SMART forms, donation remittance forms, and deposit slips
- Identifies and correct errors in General and Specific Purpose funds, troubleshoots problems and follows up on errors or anomalies as appropriate
- Submits financial requisitions to the Program Manager and Director for review and authorization
- Performs data entry; updates and maintains financial and other program-specific records

Administrative Support

- Monitors the KPP phone line and email inbox; serves as the first point of contact for program inquiries and responds in a professional and timely manner
- Coordinates logistical arrangements for the KPP visiting scholars including but not limited to: tuition, course registration, accommodation, and health insurance
- Assists with the organization of orientation week activities, such as campus tours and library orientations
- Organizes textbook purchases, reference books, and other required course materials

- Assists with the planning and coordination of extracurricular activities for the KPP scholars such as field trips, visits from guest speakers, and other events
- Assists with organizing annual program events such as the graduation ceremony and reception
- Assists with conference logistics and prepares conference materials such as programs and participant lists
- Coordinates inbound and outbound mail and courier packages; creates and updates mailing and contact lists
- Orders and organizes office supplies as needed

Director Support

- Schedules and organizes meetings for the KPP Director; books rooms, arranges catering, prepares and circulates agendas, drafts/tracks invites
- Coordinates travel arrangements for the Director and Program Manager including airfare, accommodation and travel itineraries
- Keeps the Director apprised of daily responsibilities, meetings and deadlines
- Communicates and responds to emails, written communication and phone calls on behalf of the Director, and screens incoming calls
- Composes correspondence from drafts or verbal direction; performs word processing and data entry
- Completes other administrative duties as requested by the Director

CONSEQUENCE OF ERROR

Must exercise judgment based upon thorough knowledge of UBC policies, procedures, and guidelines. Performs financial processing tasks of a moderately complex nature. The incumbent must demonstrate professionalism and sensitivity with regard to KPP issues. This sensitivity becomes critical when dealing with extremely confidential matters, working with demanding deadlines, or when required to compose appropriate correspondence and address phone or in-person inquiries. Errors in judgment or ineffective communication may lead to inefficiency of operation or unmet deadlines. Inappropriate action in the handling of confidential and delicate matters would reflect negatively on the program.

SUPERVISION RECEIVED

Reports to the KPP Program Manager. The incumbent performs most duties independently, consulting with the Program Manager or Director with regard to new or complex tasks. Work is performed within broadly established procedures and accepted practices requiring judgement, planning, and prioritization.

SUPERVISION GIVEN

N/A

QUALIFICATIONS

High School graduation and 1 year post-secondary education. 3 years of related experience or the equivalent combination of education and experience. An undergraduate degree is a preferred asset. Korean or Mandarin language proficiency is a preferred asset. MS Office experience with proficiency in Word, Excel, Outlook and internet browsers. Must demonstrate excellent writing skills (i.e. highly proficient in English grammar, spelling and punctuation) and ability to communicate effectively verbally. Customer service and financial experience is an asset. High level of accuracy and attention to detail. Ability to accurately gather, organize, and summarize financial information. Ability to accurately process requisitions and other financial forms within required timelines. Ability to analyze and reconcile payments, accounts, and monthly ledgers. Highly organized with the ability to prioritize and work effectively under

pressure to meet deadlines. Proven ability to work well independently and in a team environment. Ability to accurately interpret and make decisions within established UBC and School policies and guidelines. Excellent interpersonal skills. Must be able to demonstrate cross-cultural sensitivity and deal with a diversity of people in a calm, courteous, and effective manner. Ability to exercise a high level of tact, diplomacy and discretion, and treat information on a confidential basis as appropriate. Ability to learn and adapt to emerging software technology or new, unfamiliar online applications or tools. Ability to type 50 wpm and effectively operate normal range of office and computer equipment.