

Office Administrator - Duties and Responsibilities

Position Overview

Reporting to the President, the Office Administrator is responsible for supporting the executive team and staff. The Office Administrator will provide all reception services offered at the NUSU office. Responding to all inquiries made in person, by email or telephone. Supporting the planning and delivery of services, events, clubs, activities, campaigns, and initiatives specific to the needs of students at Nipissing University.

Duties and Responsibilities

- Greet visitors coming into the office, assess their needs and direct them to the appropriate department/ executive;
- Responsible for answering main email account, main telephone and dealing with mail inquiries;
- Monitor office supplies and inventory. Compile correspondence into proper files/ folders, and draft confidential correspondence. Make photocopies, shred documents, provide forms along with direction for proper completion;
- Schedule meetings, meeting spaces, and conference calls. Arrange refreshments and technology. Confirm meeting attendance with guests, and notify executives and staff. Prepare any relevant information;
- Review and maintain a list of significant dates;
 - Conduct research, and notify executives and staff of important information, issues, or concerns that could have an impact on the students or NUSU;
- Assist executives with succession planning, hiring, and policy development based on institutional best practices;
- Coordinate with other organizations and institutions, such as Nipissing University, when needed;
 - Coordinate travel and vehicle arrangements;
- Assist Director of Communications with website maintenance. Upload meeting minutes as directed, event information and graphics, and ensure information about executives and events are up to date;
- Assist in acquiring parking passes for staff, executives, and student employees;
- Assist with the executive election process by preparing transition documents

and nomination packages, informing candidates of election rules and regulations, participating in debates as secretary, and assisting with the preparation of campaign materials;

- Act as recording secretary for all internal meetings as directed. Recording minutes and distributing them to the executive for approval before being posted onto nusu.com where applicable;
- Take notes in all meetings where present, and distribute to relevant parties.
- Assist with the posting of open positions, scheduling interviews, greeting candidates, and preparing response announcements;
- Assist in the organization and tracking of files and documents;
- Receive and be accountable for cash transactions that occur at the front desk as directed by the Director of Finance;
- Help organize and maintain the Student Food Bank.
- Assist with fulfilling other duties and goals, and perform other miscellaneous duties as assigned.

Health Plan Related Responsibilities

- Answer questions relating to insurance coverage and opt-in/opt-out process;
- Direct students to wespeakstudent.com or 1-800 number for more difficult questions;
- Sit at booths when needed by NUSU;
- Have direct contact with ACL and WESPEAK;
- Know how to utilize chats service and walk through program;
- Other health plan duties as they arise.