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Competition Number: J0126-0366

Position Title: Office Coordinator and Administrative Assistant to the Department Head

Position Number: 00503657

Employee Group: Support Staff - USW Local 2010

Job Category: Administrative

Department or Area: Biology

Location: Kingston, Ontario, Canada (On-site)

Salary: $60,775.00 - $74,105.00/Year

Grade: 07 Review Salary Information Here

Hours per Week: 35

Job Type: Permanent (Continuing)

Shift: 7 Monday - Friday

Number Of Positions: 1

Date Posted: March 9, 2026

Closing Date: March 22, 2026

COVID 19 On-Campus Requirements

Prior to May 1, 2022, the University required all students, faculty, staff, and visitors (including contractors) to declare their COVID-19 vaccination status and provide proof that they were fully vaccinated or had an approved accommodation to engage in in-person University activities. These requirements were suspended effective May 1, 2022, but the University may reinstate them at any point.

Job Summary

Reporting to the Department Manager, the incumbent is responsible for providing administrative and secretarial support to the Department Head, Associate Head, Chair of the A/RPT Committee, Search Committees, Seminar Committee and senior staff. The incumbent contributes to the administrative activities of the Department by carrying out tasks (set out by the above) to completion and by specific deadlines, including tasks such as coordinating faculty searches, organizing visits, award nominations and acknowledging donations. The incumbent also provides a communications link between members of the Department, other Departments at Queen's University, other Universities, outside agencies and the general public. The incumbent completes a wide range of bookkeeping and financial activities including but not limited to preparing and processing accounts payable and receivable, preparing purchase orders, expense reimbursements, reconciling procurement cards, deposits, and research finances. This

position also prepares and processes casual contract payroll requests, vacation entries, and time reporting. The incumbent also carries out reception duties such as answering emails and in-person inquiries, updating contact lists and directories, maintaining websites, coordinating facility access (keys/cards) and maintenance requests and carrying out other tasks as assigned. The incumbent functions with a high degree of autonomy, exceptional level of accuracy, good judgment, efficiency, and high degree of tact and discretion, while working in a fast-paced deadline driven environment. The Biology department is committed to Indigenization – Equity, Diversity, Inclusion, Anti-Racism and Accessibility (I-EDIAA) and cultivating an inclusive community and creating welcoming spaces for all students, faculty and staff to thrive. The incumbent welcomes and fosters a collaborative work environment and a commitment to excellent client services.

This position provides administrative and planning assistance to senior staff to support operations. This position arranges meetings, special events, and appointments, assembles and prepares critical information for meetings, and follows up as required. This position coordinates schedules of senior staff, and determines relative priorities to ensure urgent/sensitive matters receive immediate attention. This positions also analyzes data, and prepares reports and statistics.

Job Description

What you will do

• Provides administrative and planning assistance to senior staff. Proofs and edits correspondence for distribution.
• Provides operational coordination for the department including arranging meetings, special events, and appointments, assembling and preparing critical information for meetings, and following up as required.
• Coordinates schedules of senior staff, determines relative priorities to ensure urgent/sensitive matters receive immediate attention.
• Creates and/or maintains a variety of databases. Performs analysis, and prepares reports and statistics.
• Collects and prepares documentation, and maintains files for renewal, tenure and promotion, term adjuncts, post-doctoral fellows, visiting scholars, and casual staff.
• Coordinates the submission of faculty annual reports and performance reviews.
• Coordinates space allocation to new staff and updates for existing staff.
• Performs monthly financial reconciliation of all funds, and programs by preparing cheque requisitions, deposits, and journal entries.
• Coordinate procurement activities for the department, including coordinating the RFQ process and payments to suppliers.
• Coordinates all aspects of required new staff training and onboarding.
• Other duties as required in support of the department and/or unit.

Required Education

• Three-year Community College Diploma or Three-Year Bachelor Degree, or equivalent.

Required Experience

• More than 3 years and up to and including 5 years of experience.
Required Licenses and Certifications
•Satisfactory Criminal Records Check required.

Consideration may be given to an equivalent combination of education and experience.

Job Knowledge and Requirements
• Practical and applied knowledge of specialized methods and processes that are typically acquired through a combination of technical or academic qualification and/or work experience.
• Provide consultation and advice on non-straightforward and/or complex issues.
• Interaction with others typically requires interpersonal skills and the ability to understand and influence.
• Adapt messages to meet the needs of the intended audience.
• Build relationships, trust and credibility.
• Manage own work and may train and review the work of casual employees, work study students and/or volunteers, to see commitments through to completion.
• Contribute to setting work priorities and direction, supporting the team in achieving goals and objectives.
• Participate in project team meetings and develop individual project plans.
• Lead procedural or technological change within a unit.
• Identify new problems and seek information and input to fully understand the cause of problems.
• Identify opportunities to improve the effectiveness and efficiency of work processes.
• Draw logical conclusions and provides opinions and recommendations.
• Research equity, diversity, accessibility and inclusion resources and best practices relevant to the job and unit operations in order to inform evidence-based planning.
• Commitment to principles of equity, diversity, accessibility, inclusion, Indigenization and human rights for equity deserving groups.

Employment Equity and Accessibility Statement

The University invites applications from all qualified individuals. Queen's is strongly committed to employment equity, diversity, and inclusion in the workplace and encourages applications from Black, racialized persons, Indigenous people, women, persons with disabilities, and 2SLGBTQI+ persons. In accordance with Canadian Immigration requirements, priority will be given to those who are legally eligible to work in Canada.

The University provides support in its recruitment processes to all applicants who require accommodation due to a protected ground under the Ontario Human Rights Code, including those with disabilities. Candidates requiring accommodation during the recruitment process are asked to contact Human Resources at hradmin@queensu.ca.