

The University of Winnipeg Class Specification
Revision Date: September, 2021

Classification: Administrative 1
Unit: AESES
Hay Point Range: 291 ±340

General character of jobs within this classification:

This classification is the introductory level of administrative support to a University program, department, faculty, administrative unit or area.

Incumbents typically perform general administrative duties or administer specific function(s) within a program, unit or area and, when required, act as a representative of their unit and/or the University. At this level, work involves interrelated and/or recurring functions that require following standardized processes or procedures.

Working under direction, incumbents exercise initiative and independence in planning, coordinating and supervising operational functions, and make recommendations concerning major changes. The supervision of employees at lower levels may be a requirement.

Typical duties:

- x Interpret policies, procedures and regulations to staff, students and the public. Provide specialized assistance where required.
- x Prepare, process and expedite administrative forms and maintain specialized files and/or records, which may involve hiring and payroll, student enrolment, or financial matters.
- x Oversee and/or maintain accounting requirements associated with a unit or function including recording, authorizing expenditures and remittances, preparing journal and general ledger entries, and reconciling accounts.
- x Prepare routine financial statements or year-end entries.
- x Gather and analyze a variety of data, statistics and other information.
- x Prepare reports and informational material to present to internal and external clients.
- x Initiate correspondence and respond to inquiries related to 8(e)5.9ernal 4.004(a)12.998(,) -3.995() -4.004

