

**ADMINISTRATIVE ASSISTANT - MEDICAL STUDIES PROGRAMMES****NATURE OF WORK**

This is highly responsible administrative work in providing management support services for the Faculty of Medicine, Division of Undergraduate and Postgraduate Studies.

Work involves responsibility for assisting in the formulation and implementation of policies, procedures and programmes for Undergraduate or Postgraduate Medical Studies and for supervising the day-to-day clerical and administrative activities of the Programme. The employee of this class has considerable independent contact with department and committee chairmen, faculty and senior administrators and is required to exercise a high degree of judgement and initiative in carrying out operations. Instructions are received from an administrative superior on matters of policy. Work assignments are stated in terms of objectives to be achieved and work is review through conferences and the basis of reports and results obtained.

**ILLUSTRATIVE EXAMPLES OF WORK**

Serves as administrative assistant for the Division of Undergraduate or Postgraduate Medical Studies; assists in the planning and development of policies, procedures and programmes; ensure that activities of the Division are carried out in accordance with established guidelines; reviews and recommends on the adequacy of administrative procedures.

Represents the Office of Undergraduate or Postgraduate Medical Studies in individual and committee contacts with department and committee chairmen, faculty, administrators, students, staff and the general public, as well as provincial and national medical bodies; reviews issues, interprets policy and recommends alternative courses of action.

Oversees the day-to-day operations of the office; plans, assigns and supervises the work of clerical and secretarial subordinates engaged in coding evaluation reports; recording committee meeting minutes, updating and maintaining a variety of files, list and examination materials.

Participates in recruitment and selection procedures; trains new employees and answers questions with respect to day-to-day office management; evaluates performance of subordinates and recommends personnel action.

Reviews professional literature and reports on medical education to keep abreast of new developments; maintains liaison with other medical education institutions and associations.

Receives student and course evaluations for statistical analysis; reviews results to identify student weaknesses and course deficiencies; recommends that review sessions emphasize certain topics; encourages student attendance at review sessions and utilization of practice exams.

Administers the intern rotation schedule; assigns rotations in accordance with availability of positions and student preferences; coordinates the placement of interns and residents in elective sessions at affiliated hospitals.

Compiles statistics and prepares reports on a variety of matters relating to special medical education programmes, evaluation and examination results and administrative systems and procedures.

Perform related work as required.

## **REQUIREMENTS OF WORK**

Thorough administrative experience of a progressively responsible nature including experience in a supervisory capacity; graduation from high school supplemented by completion of college level course work in business administration and organization management; or any equivalent combination of experience and training providing the following knowledge and skills:

Thorough knowledge of the principles and practices of office management, including modern office procedures, systems and equipment.

Considerable knowledge of University and Faculty policies, organization, rules, regulations and procedures.

Considerable knowledge of the aims and objectives of the assigned programme and the ability to express these aims and objectives to students.

Knowledge of current techniques of medical education and of research in this field.

Some knowledge of the characteristics and capabilities of data processing systems.

Ability to plan, organize, schedule and supervise the work of subordinates.

Ability to evaluate procedures, to identify and solve organization problems and to institute or modify systems.

Ability to tactfully and diplomatically resolve a variety of problems.

Ability to develop and maintain complex filing systems.

Ability to establish and maintain effective and productive working relationships with faculty, committee and department chairmen, administrative officials, students, subordinates and co-workers.

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**1984.06.29**

**Under Review: 2004.01.05**