

ADMINISTRATIVE ASSISTANT - General Program Support

In the last month of each semester:

- **Coursewise Student List (Semester Offering Master file):** (enter the information from each Student Advisement for the coming semester into an Excel sheet – the coursewise list shows the number of students who will be taking each course in the upcoming semester – the list should be updated if revised Student Advisements are given)
- **Course Offerings (Semester Offering Master file):** Make a list of the courses that will be offered by the CON in the upcoming semester, along with the names of the faculty who will be teaching the courses. This list goes to the Registry.
- **Textbooks for Next Semester:** Ensure there are sufficient supplies of textbooks for the students of each course in the upcoming semester. (use the Coursewise Student List to find out the number of students and the Course Outline to find out what the Required Materials are)
- **Reading Packages/Handouts:** Remind faculty to prepare student reading packages for the upcoming semester
- **Gradesheets (found in the Gradesheet Master file):** Check that all Grade Sheets for the semester have been prepared, signed and submitted to the Registry. Make sure faculty have not forgotten to submit marks for FT and MT exams.

Provide program support in the following areas:

- **Airport Pickup and Dropoff:** Arrange transportation to meet visiting faculty in each semester. Make sure someone will be at the airport to meet the arriving visitor. Prepare a sign with the visitor's name in large black letters and make sure the person who meets the visitor carries the sign. (transport requisition to Egr. Mofiz)
- **Orientation for Visiting Faculty:**
 - Show new visitors where the facilities of the university are (canteen, photocopy center, computer lab, Vice-Chancellor's office and others).
 - Take visiting faculty to their classrooms for the first time and show them how the equipment works (or make sure there is someone else to do this for them).
 - Inform visiting faculty about the shuttle bus service and provide a schedule
 - Help arrange transportation to clinical placements (requisition to Egr. Mofiz)
- **Purchasing:** Prepare requisitions for supplies needed in the office (printer cartridges, pens, power supplies, equipment to be repaired and other items). Follow up to make sure the orders are filled. You are in charge of noticing what we need!
- **Internet Connection:** Make sure visiting faculty internet connections are organised with the Computer Lab
- **Transport to Meetings:** Keep a record of meetings for faculty members and make sure transportation is arranged if necessary (requisition to Egr. Mofiz).
- **Meetings:** Organizing meetings for faculty members if necessary

- **Creating back-up systems and task lists** so that office systems can be managed by supervisor during Program Assistant's absence.