

Position: Administrative Assistant to the Vice-President, Advancement (APC)
Department: Office of Advancement
Annual Salary: \$47,807 - \$61,609 (Group 4)

Under the supervision of the Vice-President, Advancement, the **Administrative Assistant to the Vice-President, Advancement** provides confidential administrative and secretarial assistance to the Vice-President in their operational responsibilities as well as their role as a member of the Executive Management Group of the University. The **Administrative Assistant to the Vice-President, Advancement** is a key ambassadorial role for the University when dealing with Board of Governors, current and future donors, alumni, staff, the media, the general public, key stakeholders and all levels of government.

Duties as the Administrative Assistant to the Vice-President, Advancement include, but are not limited to:

- Providing information regarding University policies and decisions and liaising between the Vice-President, Advancement, and other University administrators, members of the Board of Governors, public officials, faculty, staff, students, and other various stakeholders served by the University.
- Coordinating the flow of incoming and outgoing communications by receiving, routing, and/or responding to incoming communications; creating new distribution procedures where necessary; and determining the appropriate office, department or institution for outgoing documents.
- Conducting research assignments, compiling data for special reports and projects, and summarizing results to provide the Vice-President, Advancement with information needed to make informed decisions.
- Providing information for reports and records through research, data retrieval, compiling and/or tabulating statistics, and organizing and presenting the information in the desired format.
- Proactively preparing agendas for the Vice-President for regularly scheduled meetings as well as preparing correspondence on a variety of matters on behalf of the Vice-President for signature.
- While adhering to established Financial Services' processes, assisting with development and organization of the budgets under control of the Vice-President's Office by maintaining budget records, reconciling and verifying vouchers and receipts for accuracy, approving expenditures, and completing budget transfers.
- Demonstrating confident leadership in the oversight/general management of the Vice-President's Office.
- Acting as an Ambassador for both the Institution and the Vice-President including the development of independent relationships throughout the University, offices of the Saint Mary's Board of Governors, and with external peers in government, sister institutions, business contacts, alumni, donors and friends of the University.
- Creating/maintaining an ongoing list of "in progress" files/initiatives and contributing to resolution where appropriate.
- Accepting responsibility for the planning and execution of small conferences and workshops undertaken by the Vice-President or designate including: correspondence, invitations, travel bookings, accommodations, social activities, catering, facilities/audiovisuals, receptions and follow-up.
- Maintaining the Vice-President's complex schedule including: coordinating a calendar of appointments, meetings, social engagements, and community functions; maintaining awareness of emerging issues, which may have specific calendar implications and developing a comfort level with independent decision making in terms of navigating the schedule; seeking avenues to leverage the Vice-President's travel schedule; establishing weekly/bi-weekly meeting schedules along with attending and recording minutes; and understanding of Board obligations and ensuring Board obligations/objectives are met and advanced.
- Accompanying the Vice-President to meetings where a confidential record of the discussion is required along with attending meetings and serving on committees as a representative of the Vice-President, as required.
- Assisting the Vice-President in functions by reviewing and editing drafts of university messages, speeches along with reviewing/editing correspondence and documents prepared by other offices for the Vice-President's signature.
- Facilitating the success of events hosted by the Vice-President or the University by scheduling events with appropriate offices and agencies, advising/contacting participants or invited guests, preparing agendas and programs, arranging for audiovisual and associated support equipment, using independent judgment regarding event alternatives, modifications, or last-minute changes, and coordinating or providing support during the events.
- Maintaining the records management for the Office of the Vice-President including: overseeing the filing system, creating files and records as necessary, using judgment and knowledge of office requirements, updating files and records, determining retention and purging schedules, and retrieving files and documents as needed.
- Assisting in domestic and international travel inclusive of scheduling meetings, ensuring travel documents are in order, and immunization requirements are met.

To be the successful **Administrative Assistant to the Vice-President, Advancement** you will possess a two (2) community college diploma and a minimum of five (5) years of progressive experience at senior administrative levels in a fast-paced highly confidential office environment. University experience and/or extensive experience in an academic setting considered will be considered an asset. You have proven experience with organizing and prioritizing a demanding workload while meeting deadlines; knowledge and experience in business writing; demonstrate professional judgment and discretion; and have excellent communication skills (written and verbal) with the ability to translate information into clear and concise objectives that can be communicated to different audiences within all levels of an organization. Your excellent computer skills, with a high level of proficiency in Microsoft suite of Office software and Outlook; strong editorial skills; strong organizational and interpersonal skills; and the ability to work independently will round out your success in this position.

Apply for this opportunity by submitting your cover letter and resume to:

Jennifer White, HR Officer (Staffing, Labour & Equity)

F: 902-496-8116 or E: jennifer.white@smu.ca

Competition Opens: October, 11, 2017

Competition Closes: October 20, 2017

Saint Mary's University hires on the basis of merit and is committed to the principles of employment equity. Saint Mary's University encourages applications from qualified women, visible minorities, Aboriginal people, and people with disabilities. Preference will be given to Canadian citizens and permanent residents of Canada.

Saint Mary's University thanks all applicants for applying. Only those selected for interviews will be contacted.