

Work where you matter. Vancouver Island University is a collaborative and progressive institution and we are seeking to fill the role of **Executive Assistant to the President**. This is a permanent, full-time position – view the description and apply [online](#) by August 24 (18-1013).

The Office of the President is responsible for the effective and efficient management of the institution in its academic and administrative operations and its role in the community. Reporting to the Manager of the Office of the President, the **Executive Assistant to the President** is a key member of the President's administrative support team, providing confidential senior administrative support to the President, and managing the President's schedule and daily activities. This position works closely with the Manager, and will align the President's activities and schedule with the priorities of the University and with the President's goals.

As a member of the President's Administrative Support Team, this position liaises with internal stakeholders, such as VIU employees (faculty, staff and administrators), students, internal committees and societies of VIU. It also involves outreach to government agencies, other post-secondary institutions, community leaders, indigenous groups, business and industry locally, nationally and internationally.

The Executive Assistant provides direct support to the President's Council and other groups and committees as assigned. This position functions at a high level of confidentiality within the Office of the President. The incumbent performs advanced, diversified and confidential administrative duties requiring broad and comprehensive experience, competencies, and knowledge of organizational policies and practices.

The incumbent ensures that appropriate follow-up actions are taken and initiates meetings and communications as directed. In addition, the incumbent is responsible for the flow of information to and from the President's office via all types of venues (forums, correspondence, speeches, conferences, retreats, etc.)

Responsibilities include:

- Provide confidential senior level administrative support for the President including preparing correspondence, press releases, reports, and presentations
- Liaise with internal and external constituents on behalf of the President
- Responsibility for maintaining the accuracy of the President's calendar and schedule
- Respond to and manage all requests for the President's time
- Plan and initiate meetings and special events at the President's request
- Travel arrangements for the President
- Support for President's Council and other committees as assigned
- Contribute to a positive, productive and collaborative work environment
- Participate in and/or lead special projects on the President's behalf

The **Executive Assistant** will provide assistance to the President when dealing with issues from internal and external constituents by evaluating the validity and urgency of the inquiry, researching background information, presenting options and preparing responses as directed by the Manager

Required Qualifications:

- Bachelor's degree from an appropriately accredited institution is required.
- Five to ten years' experience providing senior administrative support to an Executive, a CEO or a President.
- Certificate in Office Administration or equivalent with senior level skill in all Microsoft Office applications including Outlook, Word, Excel and PowerPoint.
- Proficiency in presentation and web management software
- Strong organization skills, attention to detail and the ability to manage vast quantities of information. The ability to be flexible and adaptable and deal with a variety of tasks simultaneously, generally under inflexible time constraints
- Proven ability to act with integrity, exercising tact and diplomacy in interactions with internal and external stakeholders
- Experienced in research and report writing
- Demonstrated initiative and sound judgment
- Enjoys working in a fast-paced and at times stressful work environment
- Excellent oral and written communication skills, and a professional demeanor.
- Ability to manage and process confidential and sensitive material in a professional manner.
- The incumbent must have a proactive nature and must have the ability to work independently in meeting office objectives under the general direction of the Office Manager.
- Experience in working in a confidential office environment with the demonstrated ability of using sound judgment, tact, discretion and professional integrity.

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. VIU embraces the principle of employment equity and encourages applications from women, persons with disabilities, visible minorities, and people of Aboriginal descent.