



Executive Assistant

York is a leading international teaching and research university, and a driving force for positive change. Empowered by a welcoming and diverse community with a uniquely global perspective, we are preparing our students for their long-term careers and personal success. Together, we can make things right for our communities, our planet and our future.

The School of Continuing Studies is a fast-growing, agile, and entrepreneurial business unit that offers world-class language programs and cutting-edge professional programs to international and adult learners.

In this role you will provide administrative and organizational support to the Assistant Vice-President (AVP) and the senior team in support of the School's growth strategy. You will provide executive support functions, such as managing activities, events, calendars, confidential information, communications, etc. But this role is much more! You will lead the coordination of the senior team meetings and projects. You will assist the senior team in sourcing and recruiting new talent and onboarding new staff. You will write and create presentations for internal and external audiences on behalf of the AVP. You will work with the AVP as a partner in the School's public relations strategy. You will work with the research team and prepare briefing notes and materials for business development meetings with corporate clients. You will support new product research by engaging in competitive market assessments to help guide the future of the School.

As our ideal candidate, you have a university degree in a business, communications, humanities or social sciences field and have provided exceptional executive level support for a minimum of 5 years. You develop compelling written and visual communications, have a scrupulous attention to detail, and superior discretion and judgement. Your personal organization and project management skills allow you to operate in a fast-moving environment and plan and manage projects involving many stakeholders. You can independently research topics and make sound recommendations on diverse topics. You approach everyday with focus, deep engagement, and a great sense of humour.

The compensation range for this position is \$67,601 to \$81,878, allowing opportunity for growth in responsibility and compensation as you mature in the role.

For full position details, including skills and knowledge requirements, and to apply to this exciting opportunity visit the External Career Portal (www.yorku.ca/jobs) and refer to posting 102356

We offer comprehensive benefits and access to superb educational and recreational facilities. For more information on what York has to offer U please visit: <http://hr.info.yorku.ca/benefits/>



The University welcomes applications from all qualified individuals, including, but not limited to women, persons with disabilities, visible minorities (racialized), aboriginal (Indigenous) persons and persons of any gender identity and sexual orientation. York University is committed to a positive, supportive and inclusive environment.

York University offers accommodation for applicants with disabilities in its recruitment processes. If you are contacted by York University regarding a job opportunity or testing, please advise if you require accommodation.

We are committed to enhancing our environmentally and socially responsible practices for the benefit of all members of the York community. Our long-term perspective recognizes our responsibility to be innovators and to continually work as a community to reduce our ecological impact.