

**Administrative Assistant to the Vice President, Corporate Services
(Temporary Assignment: November 2021 - September 2023)**

Status: Temporary Assignment: November 2021 - September 2023

Hours: Monday to Friday, 35 hours/week

Campus: Fennell

Pay Band: 08

Rate of Pay: \$61,544 - \$76,930

Posting Date: October 7, 2021

Closing Date: October 22, 2021 at 7:00pm EST

To apply, please visit:

<https://talent-mohawkcollege.csod.com/ats/careersite/JobDetails.aspx?site=2&id=1593>

JOB SUMMARY:

Reporting to the Vice President, Corporate Services Division, the Administrative Assistant provides a wide variety of administrative and executive secretarial support to enable the Vice President to effectively lead the Division. The incumbent works very closely with the Vice President and has a genuine appreciation for, and understanding of protocol, discretion and professionalism. The scope of the support provided is extremely varied and of high volume with constant prioritizing and shifting of activities. The work requires meticulous attention to detail, high communication skills with internal and external contacts, and extensive knowledge of the College and its policies, procedures and practices. The incumbent also provides support to the Divisional Coordinator, and works closely with the Administrative Assistants, the President, Vice-Presidents and other staff in the Executive Suite and assists in coordinating work for the Receptionist.

This position is responsible for the coordination of the Audit, Finance and Infrastructure Committee of the Board of Governors' agenda, minute taking and the posting and maintenance of reports for the meetings.

In order to provide effective and efficient services, it is expected that the incumbent be flexible in terms of hours of work and maintains confidentiality, diplomacy and tact at all times.

RESPONSIBILITIES:

The duties of this position will include, but are not limited to the following:

- Providing constant attention to the Vice President's dynamic schedule to ensure accuracy of time, location, directions, and meeting materials and confirming attendees
- Ensuring priority tasks are addressed as per expectations to meet deadlines.
- Preparing the Audit, Finance and Infrastructure Committee of the Board of Governors documents and recording minutes.
- Responding, verbally or in writing, to inquiries on general and sensitive issues from internal and external groups and individuals on behalf of the Vice President.
- Identifying contentious issues, traces/investigates information and resolves administrative problems associated with the Office of the Vice President.
- Ensuring maintenance of a comprehensive filing system, both through electronic and manual files.
- Coordinating travel arrangements; including accommodation and conference registration, health insurance, visas, itinerary, meetings and other special arrangements for the Vice President, and others as appropriate.
- Assisting with the preparation, management and maintenance of the budget for the departments, ensuring appropriate financial targets and alerting the Vice President as to any budget issues and/or anomalies.
- Providing administrative support to the Divisional Coordinator as required.
- Working in collaboration with Administrative Assistants to the President and Vice-Presidents to provide support and information.

QUALIFICATIONS:

The successful applicant must have:

- A minimum of two years post-secondary education in Office Administration or similar field
- A minimum of three years' work experience in a similar capacity: at an executive level, ideally in a post-secondary institution.
- Demonstrated commitment and understanding of human rights, equity, diversity and inclusion with the ability to communicate and work effectively inter-culturally with diverse groups of students, employees and the community

The successful applicant must also possess:

- Personal integrity and commitment to the values of Mohawk College
- Demonstrated ability to maintain confidentiality of sensitive information
- MS Office and computer software knowledge
- Detail oriented
- Organizational and time management skills

- Interpersonal skills
- Client service orientation
- Excellent verbal and written communication skills
- Problem solving skills
- Note-taking skills

Mohawk College is strongly committed to diversity within its community and especially welcomes applications from racialized persons/persons of colour, women, Indigenous People of North America, persons with disabilities, LGBTQ persons, and others who may contribute to the further diversification of ideas.

Mohawk College thanks all applicants for their interest in employment; however, only those selected for interviews will be contacted.

Mohawk College is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Should you require accommodation through any stage of the recruitment process, please contact the HR Department at 905-575-2047.

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