

SENIOR ADMINISTRATIVE 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 York University School of Continuing Studies is a diverse community of learning united by a shared sense of purpose: Achieving personal and professional growth in a rapidly changing career and educational landscape. Our ability to offer accelerated, accessible and innovative programs that prepare our students to adapt and lead in response to this change has made us the fastest-growing school in Canada. The School is home to the international-award-winning York University English Language Institute, one of the largest language institutes in North America. Our students come from around the world to pursue English-language proficiency and achieve their academic goals. Our professional programs also attract students from around the world. Codesigned and delivered by senior industry leaders, our professional programs feature experiential learning methods that help students develop career-specific technical skills and robust cross-functional expertise.

In this role you will be accountable for providing administrative support to the members of a management leadership team. This will involve supporting the organizational unit's business functions including general administration, finance, and special projects. You will support the vision, mission, values and strategic direction of the University, and due to the nature of the position, you will regularly have access to highly confidential staff and organizational information. In addition, you will further support York's commitment to sustainability, equity, diversity and inclusion.

To be considered for this opportunity, you will bring the following:

A post-secondary diploma in a relevant field and a minimum 3 years of administrative experience.

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 104297.

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/>