

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.

York University's Centre for Human Rights, Equity and Inclusion (REI) promotes and builds a respectful, equitable, diverse and inclusive university community. We strive to be a leader in providing accessible, impartial, non-adversarial, and confidential programs and services that uphold human rights, facilitate equitable access to opportunities, and champion diversity and inclusion.

The Senior Administrative Assistant is accountable for providing administrative support to the members of a management leadership team. This involves supporting the organizational unit's business functions including general administration, finance, and special projects. The incumbent supports the vision, mission, values and strategic direction of the University, and due to the nature of the position, regularly has access to highly confidential staff and organizational information. This position further supports 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 104783.

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/>