

## **UTemp, the University of Toronto's Short-term Staffing Service**

UTemp is the University of Toronto's short-term staffing service. We pride ourselves on the high number of UTemp employees who are able to make the transition from short-term casual employment to appointed positions within the University of Toronto.

The UTemp team handles each project with a unique hands-on approach to ensure we find the best candidate for the job. We strive to create long-lasting and successful relationships by finding individuals with strong professional office skills and work ethic.

We have an exciting opportunity to present to you.

### **Executive Assistant to the Dean**

**\*\* Partial responsibilities ONLY \*\***

The Executive Assistant provides assistance and a high-level of confidential operational and administrative support to the Dean by strategically managing all aspects of the Dean's complex and intensive calendar, including scheduling meetings; researching, organizing and preparing the Dean's confidential briefing and meeting materials; coordinating intensive travel arrangements; tracking, reconciling and preparing expense reimbursements for the Dean's business expenses; managing the Dean's academic priorities and research accounts; and maintaining an understanding of the Dean's priorities, providing proactive, tactful and timely follow-up, often liaising with the Director, Office of the Dean.

The Executive Assistant is responsible for efficient oversight, tracking and management of documents and referrals, including following up to ensure records and assignments are complete; overseeing, managing, organizing, delegating and following-up on the Dean's public e-mail account; providing organization to the Office of the Dean, including filing, planning Faculty committee meetings, events, and proactively responding to routine correspondence.

The Executive Assistant must develop and manage collaborative, strategic relationships with offices including: Central Administration, other University of Toronto and peer Canadian and international Deans' and Principals' Offices, academic leaders, alumni and donors.

#### **QUALIFICATIONS DESIRED:**

##### **Education:**

University degree or the acceptable equivalent of education and experience.

##### **Experience:**

Minimum of five years of progressively senior and related experience, preferably in an academic environment. Knowledge of the University's structure and academic policies and procedures is a strong asset. Demonstrated experience in liaising with senior academic administrators, responding to and handling matters of a complex, confidential and sensitive nature.

##### **Skills:**

Must demonstrate strong oral and written communications skills, computer competencies, especially with e-mail software, electronic calendars. Demonstrated ability with Microsoft Word, Power Point, Access, Excel, Outlook, very strong organizational and prioritizing competencies and the internet. Must possess superior customer service

orientation, and supervisory experience. Excellent time-management skills, managing conflicting priorities and deadlines.

**Other:**

Tact, discretion, sensitivity, responsiveness and meticulous confidentiality; flexibility and ability to easily adapt to change; professional and proactive orientation; ability to exercise sound judgment; superior communication (oral and written) and interpersonal skills; effective problem solving; excellent interpersonal, organizational and analytical skills; superior customer service orientation; ability to work independently and as a team, take initiative and be a self starter; strong organizational and time management skills; ability to balance the competing demands of routine work with the special requirements of projects; ability to work under pressure in a dynamic, fast-paced environment; and ability to pay attention to detail and accuracy as well as maintain a broad perspective of the organization. Ability to analyze information and prepare documents within the parameters set by the Dean. Demonstrated ability to track, manage and compile information and data. Demonstrated ability to maintain strict confidentiality. Strong knowledge and understanding of University structures, Faculty and Departmental priorities, as well as policies and procedures.

**Hourly pay rate:** \$35.99

**Work schedule:** Monday to Friday, 8:45am – 5:00pm

**Work term:** ASAP to April 15, 2022, with possibility of extension

**Location:** University of Toronto, St George campus

**Deadline to apply:** Open until filled.

INTERESTED APPLICANTS – forward cover letter and resume to:

Sharon McBean  
Talent Sourcing Specialist  
Integrated Talent Management & UTemp  
University of Toronto  
Email: [s.mcbean@utoronto.ca](mailto:s.mcbean@utoronto.ca)