



Do you believe in the power of ideas, possibility, and in building community?

Alberta University of the Arts (AUArts) is looking for a detail-oriented and highly organized **Executive Assistant, Administration** to provide professional and administrative support to the office of the Vice President, Finance & Operations.

This is a permanent, full-time position and hours of work are 35 hours per week.

### **Why AUArts?**

Alberta University of the Arts rests on the traditional Treaty 7 Territories of the Blackfoot people and in the spirit of our collective effort to promote reconciliation, we acknowledge the traditional territories and oral practices of the Blackfoot Confederacy, which includes Siksika, Piikani and Kainai, the Tsuut'ina, the Stoney Nakoda First Nations (Bears paw, Chiniki and Wesley), Metis Nation Region III, and all those who make their homes in the Treaty 7 Region of Southern Alberta.

AUArts is a community of thinkers, shapers, makers and risk takers. We are students, faculty, staff and alumni rich in diversity of culture and thought, challenged to fearlessly explore what moves us, drives us, and implores us to see the world differently.

The Alberta University of the Arts offers its 1,100 students studio-based programming that leads to a Bachelor of Fine Arts in one of nine disciplines, a Bachelor of Design in one of two, and an MFA in Craft Media. It has deep roots in Calgary's creative community and will soon be celebrating its centennial.

### **The Opportunity**

Competition #2223-OC-EP-11

Reporting to the Vice President, Finance & Operations, The Executive Assistant, Administration provides a full range of effective, efficient, and confidential administrative and professional support to the Vice President to manage and maintain a smooth flow of information and activities in and through the department and AUArts leadership. The EA works closely with the EA, President & CEO to coordinate and liaise with AUArts leadership members and provide mature business process support and effective project management of portfolio priorities.

### **Key Responsibilities:**

**Office of the Vice President, Finance & Operations:**

Manages information flow of the VP's office, including receiving and distributing correspondence, and directing and answering queries. Drafts and/or formats information for internal and external communication – memos, emails, presentations, reports. Maintains office filing system and manages institution wide records management system. Coordinates finances, assists with department budget preparation, tracking and monitoring. Coordinates with external stakeholders on university operations such as insurance program renewal and management, legal services, etc. Manages and maintains calendar and daily schedules, including scheduling travel and conferences, making appointments, and making changes to appointments. Ensures the timely update, monitoring and reporting of significant and ongoing portfolio operations and projects including, but not limited to, enterprise risk management, legislative compliance, audit implementation, capital budgets, and Cabinet updates. Initiates, or undertakes as required by the VP, research and analysis on studies, reviews, assessment of financial and operational matters impacting programs and services that require advice or input from VP. Initiates or provides support for the development and editing of policies, procedures, and administrative guidelines relevant to the Finance & Operations portfolio. Monitors all relevant FCS Procedures for required updates based on review schedules approved within Procedures and works with Departments for timely revisions as required.

**General Administrative Support:**

Provides ad-hoc administrative support to members of Cabinet, including the Dean of Students and Dean, Academic Programs, such as calendar and meeting scheduling, purchase card reconciliation, and other administrative functions as required. Oversees administrative procedures and recommends changes as appropriate. Reads and analyzes submissions, letters, agendas, memos and determines significance, routing to appropriate personnel in a timely and efficient manner. Prepares reports, collects, and analyzes information; prepares presentations. Record meeting decisions and required actions in minute format. Perform data analysis demonstrating extensive proficiency in MS Word, Excel, Outlook, and other applications. Perform filtering and sorting of data, V-lookup and other functions. Prepare executive responses to routine memos, letters, or correspondence. Provides back-up support to the Office of the President.

**Meeting & Committee Administrative Support:**

Provides administrative support to relevant AUArts committees and meetings. Coordinates and schedules all meetings, prepares and distribute agendas, and records official minutes:

- Leadership team;
- Budget Task Force;
- Student Fee consultation committee.

**The successful candidate will have:**

**Mandatory**

- Undergraduate degree
- 5 years' experience in administrative support or executive assistance experience, or equivalent combination of education and experience
- Advanced proficiency of Microsoft Office 365 applications (Outlook, Excel, Word, SharePoint, Teams).
- Strong business writing and editing skills
- Demonstrated organizational and time-management skills
- Demonstrated ability to establish priorities in an environment of ever-changing and conflicting demands, high pressure and narrow deadlines

- Demonstrated ability to act decisively and to exercise a high degree of initiative, self-direction, and sound judgment
- Demonstrated ability to deal appropriately with confidential material

#### Preferential

- Strong knowledge of a post-secondary institution and understanding of post-secondary structure, including governance procedures and practices

AUArts offers an attractive benefit package, with annual salary dependent upon skills, education and experience.

#### How to Apply

Applications including a Cover Letter and Resume/CV may be submitted on our [AUArts Careers page](#)

Please visit our [Application FAQs](#) page to ensure your application is complete prior to submission.

Review of applications will continue until the position is filled or the search is closed. While we thank all candidates for their interest, only applicants selected for an interview will be contacted.

Further information about AUArts is available on our website at [www.auarts.ca](http://www.auarts.ca).

AUArts is committed to ensuring the health and safety of all University Community Members while on campus. For specific information and updates please visit our [website](#).

AUArts is an equal opportunity employer and is strongly committed to fostering diversity within our community. We welcome those who would contribute to the further diversity of the university. We encourage expressions of interest from all qualified applicants for consideration for this or other suitable vacancies although applications from Canadian citizens and permanent residents will be given priority.

The collection of personal information is for the purpose of determining eligibility and suitability for employment as authorized by the Freedom of Information and Protection of Privacy (FOIP) Act, section 33(c). If you have any questions about the collection of your information, please contact our FOIP Coordinator at [foip@auarts.ca](mailto:foip@auarts.ca).